

W. R. Lang GmbH • Hafenstraße 83 • D-56564 NEUWIED

To all customers with invoices sent by post

W. R. Lang GmbH
Hafenstraße 83
D-56564 NEUWIED

Sparkasse Neuwied
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DE 55 574 501 20 00 260 39 149
BIC: MALADE 51 NWD

Geschäftsführer:
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Firmensitz: Neuwied
Amtsgericht: Montabaur
HRB 12351

U-Steuer-Ident-Nr.:
DE206667519

Neuwied, 2019

Change of the invoice dispatch to e-mail dispatch

Dear customer,

the protection of our environment is close to our hearts. We wish to make our contribution to this by reducing our postage to a minimum to conserve valuable resources and reduce the impact on the environment.

In addition, the reliability and speed of the postal service has recently declined considerably, which leads to invoices increasingly arriving late or not at all. These problems do not occur when sending by e-mail, where you receive your invoices faster and more reliably.

For these reasons, we have decided to stop sending document by post on 30.06.19. Please inform us of your e-mail address for receiving the invoices by returning this letter.

In addition, we also offer you a change of the billing rhythm so that you will receive fewer documents and a longer term of payment from us in the future, and can take part in our SEPA company direct debit system with 3% discount, receiving 1% more discount than when paying by bank transfer, and saving the effort of bank transfers in the future!

Please fill out and return this letter to us, we will then change your customer account as desired with immediate effect.

Customer name + customer number: _____

My e-mail address for receiving invoices is _____

I would like to change my invoicing interval as follows (only if requested):

weekly 14 days monthly

I would also like to use the SEPA corporate direct debit with 3% discount within 6 days.

Please send me the required reference.

Contact person for questions and the distribution of the answer:

Petra Merz, Tel: +49(0)2631-3455-15, Fax: +49(0)2631-3455-30, Mail: petra.merz@w-r-lang.de

With kind regards

W.R. Lang GmbH
Accounts department