

## Estate Management Contact and Payment Information

### How to contact us:

By Phone: 01884 257997

By Email: [estates@weldenedwards.co.uk](mailto:estates@weldenedwards.co.uk)

Please quote your address in all correspondence or your reference shown on your service charge.

### How to Pay:

BY DEBIT / CREDIT CARD: Please call us 01884 257997  
Please note that there is a credit card handling fee of 2%

ONLINE: Pay directly into your management company Bank account quoting the first line of your property address as the reference. The relevant bank details for your individual management company can be found on your service charge demand.

BY CHEQUE: Please make cheques payable to your individual management company, see remittance advice for details. Please write your property address on the reverse of the cheque. If you require a receipt please enclose a stamped addressed envelope or send us your email details and we will send you an electronic receipt.

BY STANDING ORDER: Please contact us within 28 days of receiving your service charge demand as we can agree monthly/quarterly payment arrangements.

### Payment Terms:

Full payment of your service charge account is due within 28 days of your service charge demand being issued. We understand that this can be difficult to budget for and we are happy to set up flexible payment terms. Please contact us within the 28 days and we can arrange payment terms.