

## E-billing

These Terms and Conditions govern the provision of invoices by electronic means only and do not affect the terms and conditions of use of any fuel card. If there is any inconsistency or discrepancy between the terms and conditions of the fuel card and these terms and conditions then the terms and conditions of the fuel card shall apply.

An electronic invoice (E-Bill) or the provision of access to such a document will be sent or provided on behalf of Fuel Card Services Ltd. monthly or at such other times as agreed by Fuel Card Services Ltd. Invoicing by means of an E-Bill will be without additional charge to the account holder (referred to below as "the CUSTOMER"), although The Fuel Card Services Ltd. reserves the right to vary these terms or to revert to invoicing by traditional postal means without notice.

The customer will receive only the E-Bill, however at any time should the CUSTOMER wish to revert back to paper billing it is the CUSTOMER's responsibility to advise Fuel Card Services Ltd.

If any E-Bill fails to reach the e-mail address specified in the E-Bill request or any subsequently advised e-mail address, or any loss or corruption of information occurs (whether due to the CUSTOMER's computer equipment, routing failure of the E-Bill or for any other reason whatsoever) it is the CUSTOMER's responsibility to advise Fuel Card Services Ltd. and no such failure or loss shall affect the CUSTOMER's liability for making payment of all amounts properly due from the CUSTOMER to Fuel Card Services Ltd. on or before the due date for payment. For the avoidance of doubt the CUSTOMER is responsible for informing Fuel Card Services Ltd. of all changes to the CUSTOMER's administration data, which includes the destination e-mail address of the E-Bill. The CUSTOMER is responsible for informing Fuel Card Services Ltd. by e-mail should any corruption or other failure of any transmission occur. The CUSTOMER is responsible for informing their local tax office, if required, of their intention to receive invoices electronically. Fuel Card Services Ltd. E-Bills require Adobe® Acrobat® Reader™, which is available free of charge. The maintenance and procurement of this software is the responsibility of the customer.

Fuel Card Services Ltd. will not accept any correspondence sent to the E-Bill original e-mail address (i.e. to the sender of the E-Bill whether by clicking on "reply" or otherwise).

ALL CUSTOMER queries relating to any fuel cards, invoices or E-Bill will only be accepted at [ebill@fuelcardservices.com](mailto:ebill@fuelcardservices.com) or such other address as notified by Fuel Card Services Ltd. from time to time, by phone on 0113 384 6263 or by facsimile on 0844 870 9725, or by post at Fuel Card Services Ltd., Alexandra House, Lawnswood Business Park, Redvers Close, Leeds, LS16 6QY.

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