

# Understanding your BOC invoice

If you have any issues with your invoice please contact us on freephone 0800 111 333. Please retain this guide for future reference.

## Our details

Our address and VAT registration.

## Invoice address

The address to which your invoice will be sent for all delivery locations you have asked to be billed together.

## Sales

This section lists your purchases for the month.

## Product information (cylinders)

This shows product purchased, cylinder size, number of full cylinders supplied, and the price charged per cylinder. The second number is the number of empty cylinders collected. Below each product is the Environment and Energy Surcharge for that product.

Note: For Cryospeed liquid gas products, litres is the unit of measure. For small volumes, a minimum charge is applied.

## Fixed charge

Fixed charge is the delivery or collect charge. This is applied to each transaction regardless of the number of cylinders.

## Rentals

Listed under this heading are the cylinders that are due for a rental charge this month.

## Our contact details

Please contact us if you have an invoice enquiry.

## Invoice number

The unique number BOC has created to identify this invoice. Quote if you have a query.

## Account number

This is your main 'Payer' account number, which links all of your locations together. Quote this if you have a query.

## Invoice total

The total amount due for payment. Payment with the payment slip should reach BOC in full by the date due shown, unless paying by direct debit.

## Advice note (sales)

This is the number on the advice note we gave you when we made the supply.

## Purchase order number

The order number you quoted to us. We can set up purchase orders to cover a period of time or to a maximum value for supplies, rental or both.

## Location account number

Our records of where your cylinders are located.

## Advice note (rentals)

No documents exist for rentals, this is a system generated number only. Rentals are renewed automatically on reaching the rental anniversary date if the cylinders have not been returned.

## Total

This amount should be sent in full by the date shown. If you have paid for your supply through our network of retail outlets or Direct Debit, you will still receive an invoice for your records. In these cases you should have received a receipt for your payment and can ignore the 'payment due' information.

**BOC**  
BOC Gases, Priestley Road, Worsley Manchester M28 2UT  
BOC VAT Reg: GB22656555

Enquiries: 0800 111333  
Facsimile: 0800 11555  
EMAIL: [custserv@boc.com](mailto:custserv@boc.com)

Monthly Invoice Copy  
Invoice Number: #####  
Account Number: #####  
Billing Date: 31.08.2008  
Payment Due By: 20.09.2008  
Invoice Total: ##### GBP

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Test Customer  
Anywhere Street  
Someplace  
M16 ORA

Sales	Qty Rtd	Qty Chgd	Price Unit	Value	VAT Rate	Amount
Advice Note: 202098071 21.08.2008 20021328 Supplied By: Worsley						
Purchase Order: test Delivery Name: Anywhere Street Someplace M16 ORA						
Compressed Oxygen W Test	3	3	##### CYL	#####	##### A7	#####
Environment and Energy Surcharge			##### CYL	#####	##### A7	#####
Pureshield Argon Size W	2	2	##### CYL	#####	##### A1	#####
Environment and Energy Surcharge			##### CYL	#####	##### A1	#####
Compressed Oxygen X Size	1	1	##### CYL	#####	##### A1	#####
Environment and Energy Surcharge			##### CYL	#####	##### A1	#####
NITROGEN(OXYGEN FREE) SIZE W	3	3	##### CYL	#####	##### A1	#####
Environment and Energy Surcharge			##### CYL	#####	##### A1	#####
Fixed Charges						#####
Rentals						
	Cin	Renewal	Rate	Value	VAT	Vat
	Chgd	Date			Rate	Rate
Advice Note: 21.08.2008 20021329 Supplied By: BOC Ltd						
Location Acct: Delivery Name: Test Customer Delivery Address: Anywhere Street Someplace M16 ORA						
Compressed Oxygen X Size	1	01.08.2009	### /12mths	#####	##### A1	#####
Compressed Oxygen W Test	3	01.08.2009	### /12mths	#####	##### A7	#####
Pureshield Argon Size W	2	01.08.2009	### /12mths	#####	##### A1	#####
NITROGEN(OXYGEN FREE) SIZE W	3	01.08.2009	### /12mths	#####	##### A1	#####
Invoice Total				#####	#####	#####
VAT Rate	Tax Exclusive Value		VAT Value			
A7 5.00 %	##### GBP		##### GBP			
A1 17.50 %	##### GBP		##### GBP			

## Cylinder rental details

For each cylinder size being charged for rental, the invoice line details:

- Number of cylinders being charged.
- The start date of the rental.
- The amount charged per cylinder.
- Number of months being charged.

Note: Please refer to your terms and conditions for more information.

## Payment slip

On the last page of the invoice is the invoice payment slip, which should be returned with your payment by the due date shown. If you pay by Direct Debit, the payment slip will indicate that no payment is required. Customers paying via BACS and requiring to fax or email their own remittance number can use the fax number: 0800 783 8176 or e-mail: [remit.advice@boc.com](mailto:remit.advice@boc.com).