

Guildhall, Frankwell Quay, Shrewsbury,  
 Shropshire, SY3 8HQ

**Invoice No 7388772**

**To:**

Highley Parish Council  
 The Seven Centre  
 Bridgnorth Road  
 Highley  
 Bridgnorth  
 Shropshire  
 WV16 6JG

Invoice Date 05/06/2026  
 Due Date 25/06/2026  
 Your Order No  
 Ordered By  
 Customer No 2004996  
 VAT Reg No GB 1623 474 72

Enquiries To: Richard Knight

Phone:  
 Email: richard.knight@shropshire.gov.uk

Description	Unit	Qty	Price/Unit	Net	VAT	VAT %
Highley PC support for SVCP 2026-27	EA	1.00	4,000.00	4,000.00	0.00	0.00%

Net Total 4,000.00  
 VAT Total 0.00  
 Total Due 4,000.00

**THIS INVOICE IS NOW DUE FOR PAYMENT. PLEASE REMEMBER TO INCLUDE THIS SLIP WITH YOUR PAYMENT. IF YOU HAVE ARRANGED PAYMENT BY DIRECT DEBIT, THIS NOTIFICATION IS FOR INFORMATION ONLY.**

Highley Parish Council

CUSTOMER NO. 2004996  
 INVOICE NO. 7388772

TOTAL DUE 4,000.00



982603072200499673887726

**SEE OVER FOR PAYMENT DETAILS**

Shropshire Council has the facility to issue invoices by email.  
 Please send your preferred email address to salesledger@shropshire.gov.uk  
 quoting "e-invoicing 2004996" in the subject field.

# How to Pay

## 1. Direct Debit

A guaranteed way to make sure your invoice is paid on time every month. Direct Debit is a cheap and safe way to pay your invoice and easy to set up, simply telephone us on **0345 6789017**

## 2. Online Payments

Invoices can be paid directly and securely using our 24 hour online facility. Log onto our website: [www.shropshire.gov.uk](http://www.shropshire.gov.uk) and click on the "Pay" button. Select the "Sales Invoices" option from the drop down box and click "pay online". You then need to enter 20049967388772 in the reference field, enter the amount you are paying, select "Add to List" and then select "Pay" under the payment review section. Please have your debit/credit card details ready. Please note there is no charge for paying by debit or credit card.

## 3. Online Banking

Please use the following details and ensure you quote 20049967388772 in the reference field:

Account Name: Shropshire Council Direct Credit A/C

Account No: 55636551

Sort Code: 55-50-05

If paying multiple Invoices, please email us full details of the invoice numbers to [income@shropshire.gov.uk](mailto:income@shropshire.gov.uk)

## 4. BACS

Please use the bank details above and ensure you quote 20049967388772 in the reference field. If paying multiple Invoices, please email us full details of the invoice numbers to [income@shropshire.gov.uk](mailto:income@shropshire.gov.uk)

## 5. Credit and Debit Cards

If you wish to pay this invoice by credit or debit card please telephone 0345 6789017. You will need to quote reference 20049967388772 & have your card details ready. Please note that there is no charge for paying by debit or credit card.

## 6. Post Office (Including Cheque Payments)

You can pay this invoice at any Post Office using the barcode on the front. When using this service you must always present this invoice. Cheques must be made payable to Post Office Ltd. The Post Office will issue you with a receipt which you must hold on to as proof of payment. There is no counter charge for using this service.

## 7. Pay Point

Invoices can be paid using the barcode on the front at any outlet displaying a PayPoint logo. When using this service you must always present this Invoice. Please note that some outlets will only accept cash payments. The outlet will issue you with a receipt which you must retain as proof of payment.

### Privacy

The Council retains the right to seek information concerning businesses and individuals from a credit reference agency. Shropshire Council will use the information that you provide relating to this invoice, or your account with the Council in general for tracing, the prevention of fraud and the recovery of debt. The information will only be disclosed to third parties where necessary for this purpose. For more information visit: [www.shropshire.gov.uk/privacy](http://www.shropshire.gov.uk/privacy)

### Terms and Conditions

The Council and customer/client expressly agree that until the Council has been paid in full, including any additional charges for the goods and services supplied by the Council, these goods remain the property of the Council.

For more information with regards to Debt Recovery and interest arrangements visit:

<https://www.shropshire.gov.uk/council-budgets-and-spending/paying-us-for-goods-and-services/>