

(Edit / Delete As Appropriate)

Dear [],

Please find below our deposit request and booking proposal:

Booking date proposal [...], for approximately [...] working days, please confirm this date as soon as possible as other customers are also awaiting a booking date.

Deposit: (Amount) to secure your booking due immediately

Our Bank details:

- Bank name:
- Account name:
- Account sort code:
- Account number:

(Your Name) will be in touch with you before the job starts to arrange a starting time.

As agreed, a further deposit for the furniture will be requested at a later date.

Also at this stage I would like to inform you that we normally send a weekly review of work and cost incurred, with which we ask for partial payment on Friday's until job completion

Kind regards,

(Your Name)
(Your Company)
(Phone Numbers)

Fraud prevention

For your protection, (Your Company) will always identify themselves and state the reason for the email in the email subject

- (Your Company) only use the following 2 email addresses:

(Your email address) for regular correspondence

And

noreply@quickfile.co.uk for our customer account (invoice, estimates, receipts)

- We will always greet you with your name
- For any payment request, we always give you a detailed breakdown of the payment and we inform you verbally of a coming payment request, so you are expecting it.

- Finally our bank details NEVER change
- Our email Signature is always the same:

(Your Name)
(Your Company)
(Your email address)
(Your Phone Numbers)

Should you have any doubt or question, please ring us directly on (Your Phone Numbers)