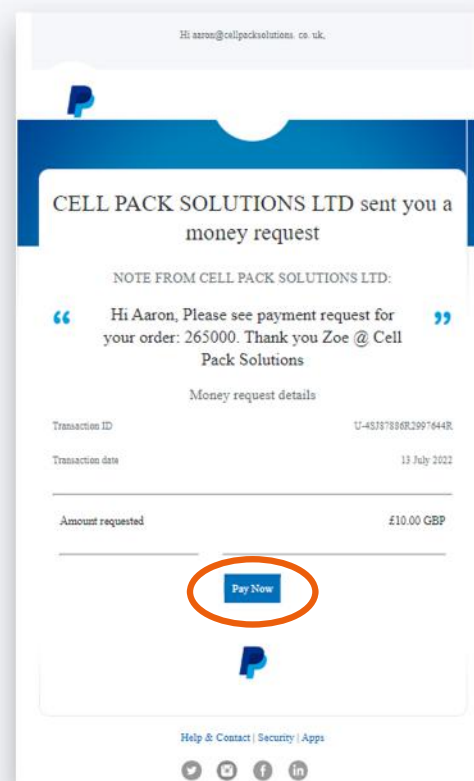


PayPal Request Instructions

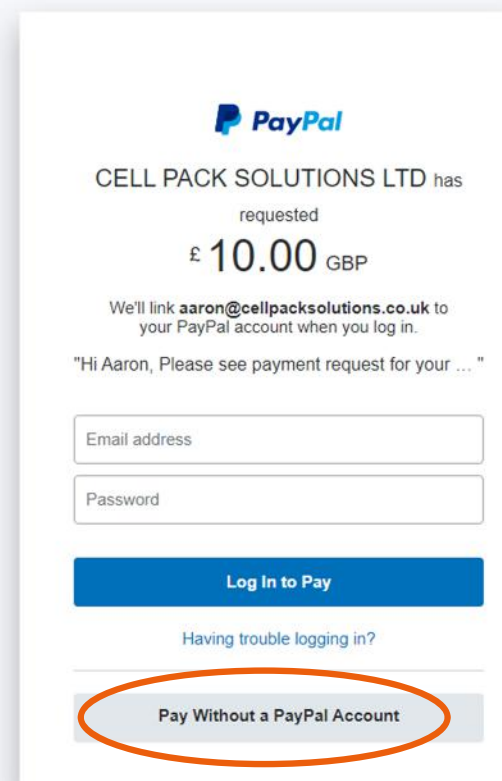
To pay for your recent order, please follow the 5 safe and simple steps outlined below. If you need further assistance please contact us on 0191 496 9999.



Step 1

You will receive an email in your inbox from service@paypal.co.uk. Please note: The message will reference your Quotation or Proforma number. Please check that the Amount requested matches the Proforma/Quote. If it does not match please contact us.

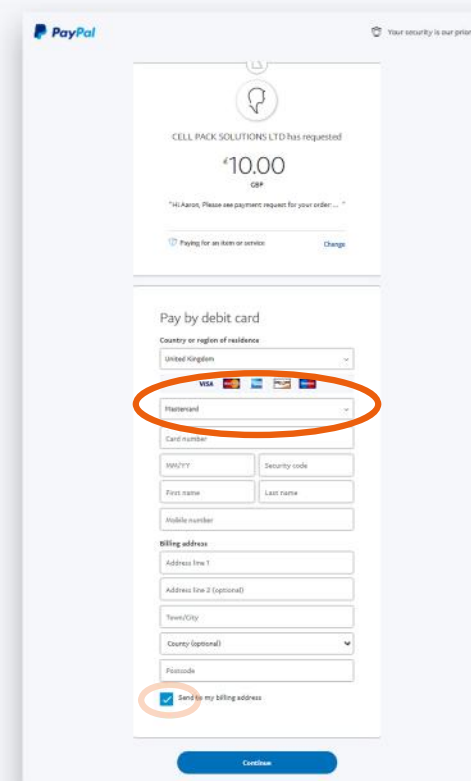
Click the **"Pay Now"** link circled above.



Step 2

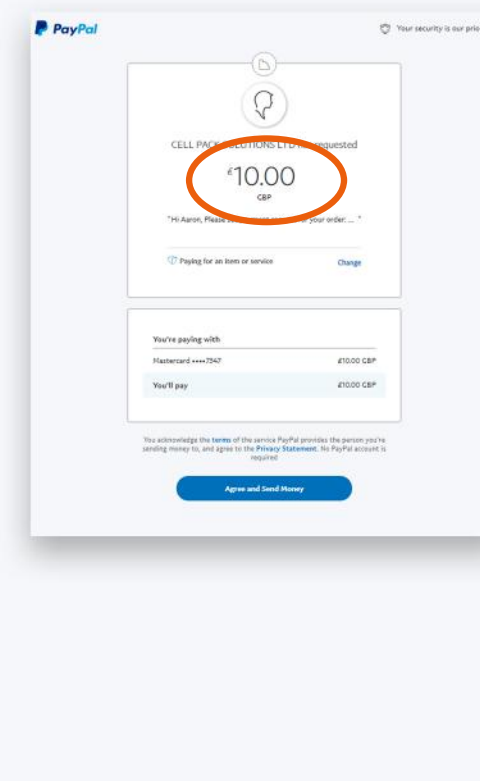
If you have a PayPal account and want to use that, sign in and proceed as usual.

If you **do not have a PayPal account**, You can still Pay by clicking the **"Pay Without a PayPal Account"** link circled above.



Step 3

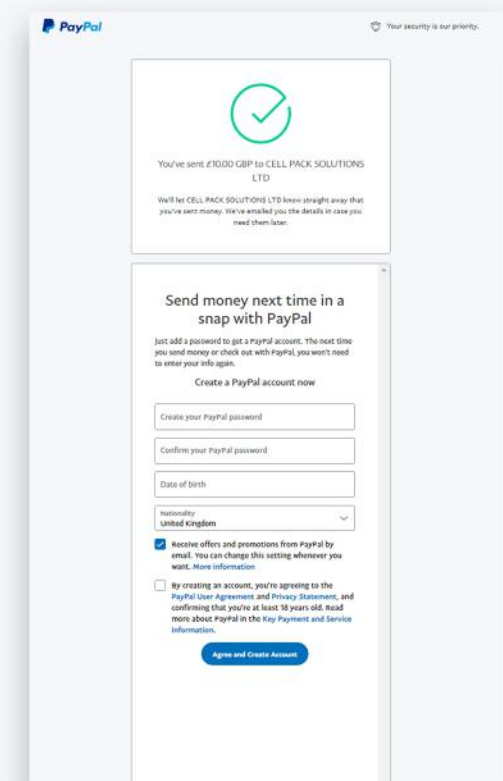
Choose the payment card type from the drop down menu circled above. Complete all fields including the billing address. If your Billing address is not the same as your delivery address uncheck the box and complete the additional fields. Then click continue at the bottom of the page.



Step 4

Double check the payment amount matches the order you are placing. If it does not match, please get in touch with us.

If you are happy to make the payment, click **"Agree and Send Money"** to make payment. The page will refresh and you may see your bank authorising the payment. Please note this is normal.



Step 5

Once your payment is made, you will see a confirmation page like this. PayPal will also prompt you to create an account with them. **Please ignore this if you do not wish to create a PayPal account.**

Thank you for your payment, one of our team will be in touch with an update on your order.