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To Whom It May Concern,

Please see below our company details along with payment procedure:

<b>Company Name</b>	Strata Logistics Ltd
<b>Registered Address</b>	503 Broadway Letchworth Hertfordshire SG6 3PT
<b>Registered Company No</b>	09043761
<b>Vat Registration No</b>	195 6051 88
<b>Accounts Contact</b>	<a href="mailto:accounts@stratalogistics.com">accounts@stratalogistics.com</a> 01462 417666
<b>Booking Contact</b>	<a href="mailto:planning@stratalogistics.com">planning@stratalogistics.com</a> 24h mobile 07544 247247

All bookings and payments are made in line with our terms of business which are available to view on our website. Our accounts dept monitor emails Monday to Friday 8:30 am to 5:30pm and all enquire will be responded to within 24 hours. All our traction customers will issue a runsheet or manifest of some description **please make sure your drivers keep copies of these for you to submit to us to confirm the shift was completed.** Signed delivery notes and/or runsheets/ manifests etc MUST be submitted by email within 24 hours of completion of the run to [pod@stratalogistics.com](mailto:pod@stratalogistics.com). We ask that your information is submitted in line with the below guidelines, failure to do so will result in the document being rejected automatically.

1. The delivery note or runsheet must be in Adobe pdf format
2. One Adobe pdf per delivery or traction shift NOT multiple deliveries within one pdf
3. It must be a scan/photo of the full document
4. Poor quality images/scans will be rejected
5. Delivery notes must be signed and dated
6. Driver name and registration to accompany every delivery / traction shift

Once your delivery notes / runsheets have been received a confirmation order will be emailed to you within 5 working days from the end of the week in which the work was carried out. Please ensure this order number is quoted on your invoice so we can process payment to you. Our payment terms are 30 days from date of invoice unless otherwise agreed in writing. We carry out a weekly payment run with funds clearing to suppliers on a Wednesday this could be delayed by a day due to bank holidays if applicable. Should you require any further information, please do not hesitate to contact us.