



CREDIT CUSTOMERS

- Please quote your account number for all transactions to enable us to provide you with a fast service.
- Goods may be collected from our office on any working day (Monday – Friday) between 9 a.m. and 5 p.m. (Fridays only we will be closed between 12 noon to 2 p.m.). Please send a signed purchase order if your staff is collecting the goods.
- Goods will be delivered within the Colombo City free-of-charge depending on the availability of delivery staff.
- Goods dispatched by courier to locations outside the Colombo City will be charged according to the weight of the package, this amount will be added to the invoice. Please place your order before 3 p.m. Monday through Thursday to ensure fast dispatch of goods. Orders received on Friday will be dispatched only on Monday.
- A monthly statement will be sent to you together with receipts for which payment has been made.

Modes of Payment

1. **CASH:-** Will be accepted only at our office or in certain circumstances may be handed over to our staff when goods are delivered. The courier company staff will NOT accept any form of payment.
2. **CHEQUES :-** To be drawn in favour of Daytona Limited & crossed “A/C Payee”. Please write the account number assigned to you and the invoice number on the reverse of your cheque. All return cheques will be charged Rs.250.00 as banking charges and taxes.
3. **MONEY ORDERS:-** Payable at Borella Post Office. Please attach a note giving the account number assigned to you and the invoice number.
4. **INTER BANK TRANSFER (IBT) :-** Please fax or post us a copy of the deposit slip and state your account number and the invoice number. This is very important to ensure that your account is credited.
OUR BANKERS:- Hatton National Bank- Borella A/C No. 055010002589

