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## Document Manager

**All SURE Retail Equipment documentation is electronic, saving time, money and helping towards saving the environment.**

The software we use is market leading and fully approved by HMRC (H.M Revenue & Customs).

We email the following documents to you in order to make any filing system in place as easy as possible.

Therefore, can you please indicate the appropriate email addresses in the boxes below that you will require documents to be sent to. Please be aware that all documents attached will be sent out to all of the e-mail addresses below.

Alternatively, you can set up your own company group email and indicate that single email address to us. You can then add as many or as few people as you like to receive any correspondence sent to the group e-mail address. E.g. account@yourbusiness.co.uk

**TIP!** To set up a company group email address, please contact your network's email hosting company who will be able to assist you (if required).

Despatch Notes:

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Quotations:

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Invoices:

**Once completed please send your form to [accounts@sure.uk.com](mailto:accounts@sure.uk.com)**

If you have any queries or comments please email us at [accounts@sure.uk.com](mailto:accounts@sure.uk.com)



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