**Westbury Community Shop Customer Account**

**Orderline: 07515 557209** Email: westburyshoporders@gmail.com

Dear Account Customer

At the end of March, we set up a temporary customer account and ordering service with the help of the Parish Council Coronavirus support group to respond to the needs of local people who were shielding or self-isolating.  The service has proved to be a lifeline for many locals during the past few months and will continue to be needed for some time to come.

As lockdown begins to ease and many of our backroom volunteers return to their regular lives, we think the time has come to offer our temporary account customers a more permanent ordering and account facility through the shop.  We also plan to develop the ordering system to offer more produce from local suppliers.

Final invoices from the backroom service will be sent out during the first week of July.   Please pay these invoices separately either by BACS transfer, cheque or cash and include your invoice number with the payment.  From July 1st all account purchases will be recorded and stored on the shop EPOS till and invoices will be generated by the system and sent out at the end of each month.  You will still be able to pay your invoice by BACS if you prefer or in the shop by card, cheque or cash.

If you have an account but have not signed an account agreement, complete the form attached to this email and return it to the shop.  You should continue to use the order line number and email as before.  If you no longer wish to have a shop account, please let us know.

Best wishes

The Community Shop Team

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Westbury Sub Mendip Community Shop Ltd

*Green Lantern House, Stoke Road, Westbury Sub Mendip, Wells, Somerset, BA5 1HD*