

Mr Paul Lisewski 40 Gledstanes Road London W14 9HU

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## Everything you need to get you started

Dear Mr Lisewski

We're delighted you have chosen Vodafone. Here are a few things to help you get the most out of your Vodafone service. We want to help you manage your account efficiently, so that you're able to concentrate on running your business.

## Your first bill

You will shortly receive your first bill, which will be slightly higher than future bills. It will include next month's line rental as this is payable in advance, plus a proportionate amount of line rental and any usage for the few days in between when you connected to Vodafone and when your bill was raised. Usage means any calls, texts or browsing the web not included within your monthly package.

The date on your bill is the date you will be billed every month, so you'll know when to expect it. This date will also be used as the start of any monthly bundle. All future bills will include one month's line rental in advance and any usage charges from the previous monthly period.

## Manage your account online

You can save paper by registering for our free online billing service at **vodafone.co.uk/myaccount** You can view, sort and manage your account 24/7 online. You'll be able to run any one of 24 different reports, download and print VAT summaries and tag individual numbers with names so you can work out expenses more efficiently. Once you've registered, we'll stop sending your bill by post, helping you run a paperless office.

## Whenever you need us

For help getting started, setting up emails, FAQs and hinte and tipe on a range or mobiles and other devices, you'll contact card below.

Yours sincerely

Joanne Werker

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