

Report of payment practices and performance

Company name: Guide Dogs For The Blind

Reporting period:

**Note: Payments are made by BACS once a week
and cheques every 6 months (due to cost)**

**Invoices paid beyond
agreed payment terms.**

**Average time taken to pay invoices from the
date received. Some suppliers paid before agreed
terms to minimise process administration costs.**

**Invoices paid within the following periods, where day 1 is the date
received (no reference to payment terms).**

Note: Process for dispute resolution for overdue invoices – any disputes are investigated and reconciled on a monthly basis, any outstanding items are checked and a decision is made on what action to take.

**Approved by designated member:
Mark Johnstone, Trustee**