

Supplier Payment Guide

Rawstone Consulting are an ESG and sustainability consultancy specialising in helping medium and large companies with reporting, strategy development and implementation. We are committed to paying suppliers promptly, and fairly, within 30 days of receipt of an invoice. This guide explains more about our payment process.

Where to send invoices

All invoices should be sent to c.johnstone@rawstoneconsulting.co.uk.

What details to include

Please include:

- Rawstone Consulting's name and head-office address (26 Sand Furlong, Bletchingdon, Oxfordshire, OX5 3EY).
- Your company name and address.
- Your contact details (email and/or phone).
- A brief description of the services provided.
- Date of supply.
- Amount being charged.
- VAT (if applicable).
- Total payable amount.

Our payment cycles

Payments are processed weekly, on a Monday. Invoices must be received and approved by the previous Wednesday in order to get on the following payment run. We strive to review and approve all invoices within two days.

Payment queries

For any payment queries, please contact Caroline Johnstone (c.johnstone@rawstoneconsulting.co.uk; tel: 01869 254015). We strive to resolve any disputes amicably and promptly through discussion.