

Forthcoming Changes to Archinfo Administration and Accounts Services

This notice is to inform you of changes which will be made to some of the ways in which Archinfo operates its administration and accounts services.

These changes are being introduced partly as a result of streamlining of processes which have been specified by UCD Administration. They are also being undertaken to ensure that Archinfo continues to be able to provide professional map and information services given its reduced staff numbers.

We are mindful of the fact that we have provided services for some clients for many years and we truly appreciate having that loyalty of custom, so a chief consideration will be to work with you while these changes are being introduced.

The changes being introduced to our accounts procedures are as follows:

- As of 1 March 2012 Archinfo will no longer offer a 30-day credit facility.
- We will require payment at point of order.
- Credit cards, laser cards and cash will be accepted.
- Cheques and payments by electronic funds transfer will no longer be accepted.

The changes being introduced to our membership administration are as follows:

- Membership will be restructured so that every company has the same annual membership year.
- To align ourselves with UCD's financial year all companies will have a 1 October 2012 start date.

When your membership is up for renewal we will contact you with the specific details. We can assure you that there will be no financial loss to your company during this transition period.

We remain committed to meeting the needs and expectations of our valued members with our mapping and information services. We appreciate that these are significant changes but by introducing these we believe that Archinfo will continue to be a viable service into the future.

Please contact us if you have any comments or queries.