

# Direct Debit – The simple way to pay

Save time and costs when you pay your next invoice by

## Direct Debit

Are you aware that Direct Debit is the most cost-effective way of making your payments?

### Benefits to your Business

- **Improved Financial Management** - a regular payment method which enables you to plan your cash flow accurately - you know when the funds will leave your account
- **Reduced Paperwork** - with Direct Debit, there's only one piece of paper to sign and no more cheques to handle or standing orders to organise, saving you administrative time and cost
- **You Remain in Control** - you will always be given at least 10 working days advance notice of the amount to be debited through your monthly statement, giving you plenty of time to query any payment. Remember, you're free to cancel your Direct Debit and agree another method of payment with us at any time
- **Peace of Mind Guaranteed** - Direct Debit is an efficient and above all secure method of payment. The Direct Debit Guarantee means that you will receive a full and immediate refund in the unlikely event of any error

### How can your Business switch to paying by Direct Debit?

Simply complete the enclosed instruction and return it as directed, and we will do the rest.





**BUSINESS NAME**

**NAME OF CONTACT TO INVOICE**

**LOG IN NAME**

**ADDRESS WHERE INVOICES TO BE SENT**

**CONTACT TEL NO.**

I WOULD LIKE TO PAY MY INVOICES BY:-



An invoice will be issued on the 1st of each month and full payment will be taken by direct debit on or around 18th of each month. All payments will be covered by the Direct Debit guarantee

(please tick)

**CHECKLIST:**

I enclose completed Direct Debit mandate form

(please tick)

I would like to pay any outstanding balance with the first Direct Debit payment.

(please tick)

I am happy to receive my monthly invoices by email.

(please tick)

PLEASE RETURN THIS FORM TO:



IN THE STAMPED SELF ADDRESSED ENVELOPE