



Originators identification number

5	5	7	3	2	0	Service
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To pay for your Maintenance by direct debit, simply complete your contact details and Bank Instruction below and **FAX BACK to 01322 394663.**

Company Name: Postcode:

Contact Name: Contact no:

*Why not also receive your Invoices by email?
If you would like to "go paperless", just complete your email address too*

I would like you to send my Invoices to this email address:

Instruction to your bank or building society to pay by Direct Debit funds to your maintenance account

POSTAL ADDRESS:

FRANCOTYP - POSTALIA LTD
74 Questor
Powdermill lane
Dartford, Kent.
DA11EF

Branch sort code

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Bank or building society account number

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Annual Service amount (including vat)

£

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Name and full postal address of your bank or building society

To the manager Bank /B.S.

Address:

.....Postcode:

Reference number

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This number is your account number and can be found above your address on an FP invoice.

Instructions to your Bank or Building Society

Please pay Francotyp - Postalia Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that the Instruction may remain with Francotyp - Postalia Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Name (s) of the account holder (s)

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Signature:

Print name:

Date:

The guarantee should be detached and retained by the payer

The Direct Debit Guarantee



- The Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Francotyp - Postalia Ltd will notify you at least 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Francotyp - Postalia Ltd or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.