

**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? Direct Debit reduces paperwork and administrative time for both of us.

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.

I hope you'll accept this invitation to pay your invoice the easy way - **Payment by Direct Debit makes sound business sense.**