



## STANDING ORDER INSTRUCTION

To:

Bank Name:

Branch address:

Postcode:

Please set up the following Standing Order and debit my/our account accordingly

### Account to be debited:

Account Number:

Sort Code:

Name of account-holder(s):

### Payee Details

Account Number:

Sort Code:

Bank:

Branch address:

Account Name:

Payment ref\*:

*(Please add a payment reference of your first initial & surname e.g. JSMITH so we can identify you and thank you properly)*

### Payment Details

Amount of payment

(in words):

Date of first payment:

and thereafter monthly\*/quarterly\*/annually\* until further notice

*(\*please delete as appropriate)*

### Confirmation

Customer Signature(s):



Date:

Date:

Contact Number in case of query:

**PLEASE POST THE SIGNED FORM TO YOUR OWN BANK.**

If you wish to let us know of your donation so we can look out for the first payment, you can send us an email or scan a copy of the form to [charity@spectaclemakers.com](mailto:charity@spectaclemakers.com).