

Instruction to set up a new standing order

To **Bank Plc**
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.....
.....
..... **(Address)**

STANDING ORDER

Your Details

Account Name:
Branch Name:
Sort Code:

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Account number:

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Standing Order Details

Recipient's Name: **Andark Promotions Ltd**
Recipient's Bank & Branch: **Lloyds TSB Bank plc, Southampton Branch**
Recipient's Sort code: **30-97-80**
Recipient's Account number: **02461584**

Frequency of payment: (please tick)

Weekly	<input type="checkbox"/>	4 weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Quarterly	<input checked="" type="checkbox"/>	Half yearly	<input type="checkbox"/>	Annually	<input type="checkbox"/>

First payment amount: £ _____ (if different to usual payment)
First payment date: ___/___/___

Usual payment amount: **£30.00**
Usual payment amount: **Thirty pounds**..... (in words)

Usual payment date: **1st Feb/May/Aug/Nov**.....

Until further notice (please tick)

or

Final payment amount: £ _____ (if different to usual payment)
Final payment date: ___/___/___ (if applicable).

I/We authorise you to debit my/our account, in accordance with the above details:

Your Signature:
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