



To: .....Bank

Postal Address .....

Please Pay: **Lloyds Bank** Branch Title: **Henley Branch** Sort Code **30-80-54**

Please Pay Beneficiary's Name **Michael Hardy Lettings Client Account** Account No. **20378460**

The Sum of (Amount) £

1ST PAYMENT Due : **THE DAY OF THE MONTH**

Frequency: **MONTHLY ON SAME DATE AS FIRST PAYMENT DATE**

Until further notice in writing please debit my/our account accordingly.

Account Name to be Debited : .....

Account No. .... Sort Code.....

Special Instructions:

Please quote property address: .....

Signature(s) ..... Date: .....

**Banks may decide to accept instructions to charge Standing Orders to certain types of account other than Current Accounts**

**NOTE:** The Bank will not undertake to

- a) make any reference to Value Added Tax or pay a stated sum plus VAT, or other indeterminate element.
b) Advise remitter's address to beneficiary
c) advise beneficiary of inability to pay
d) request beneficiary's banker to advise beneficiary of receipt
e) accept instructions to pay as soon after the specified date as there are funds to meet the payment, if funds not available on the specified date.

Payments may take up to 2/3 working days or more to reach the beneficiary's account.
Your branch can give details.

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