

GRAIG PRODUCERS

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DIRECT DEBIT PAYMENT USERS GUIDE

Why Use Direct Debit?

There are many advantages of using a Direct Debit system - to you, as well as to us, which we are sure you will appreciate:

- **Reduce your costs** – most banks will charge you less for Direct Debits than cheques.
- **One less thing to remember.**
- Leave **more time** to concentrate on your core business.
- **Be protected** by the Direct Debit guarantee – you can cancel at any time by informing your bank.
- Easily **keep within your credit terms**, as we do the work for you.
- Help us **keep our prices to you as low as possible** (by keeping our banking and credit control costs down).

How to Set Up A Direct Debit Account with us

If you decide to use Direct Debit to pay your Graig Producers membership, we ask you initially to complete a **Direct Debit instruction form**, which you can download from our website, or we can send to you by e-mail, fax or post. This completed form needs to be returned to us by post.

We then send you a Direct Debit statement, and the money will be taken from your bank no less than 10 working days later.

To Settle Future Invoices From Us.

Having set up the Direct Debit, in future, if you have money owing to us, we will send you a statement of the amount to be taken at least 10 days before we do so. We will take payment of your previous month's account on the 15th of the following month (or the next working day), having sent you a closing statement for that month. This payment will be for the total of any invoices from that month, less any credit notes raised in that month.

This will mean that on your invoices from the beginning of the month you will have up to 6 weeks credit, and on your invoices from the end of the month you will have around 2 weeks credit, averaging out at the standard 30 days.

Your invoices will be marked, at the bottom of the final page "Direct Debit", so you, or your bookkeeper can tell at a glance how they will be paid. Your statement will also be marked "Direct Debit Payment", so you can easily tell that no action is needed, unless you wish to question any of the amounts showing.

Any Questions?

If you have any questions please don't hesitate to contact us for more details, and remember that the completed form comes back to us at Graig Producers for onward transmission to your bank.

