

STANDING ORDER MANDATE

To The Manager,Bank

Name and Address of YOUR bank in capitals.....

.....

Postcode

Account Name

Account Number.....Sort Code

Please pay to: NatWest Bank, 65, St. Peter’s Court, Chalfont St. Peter, Bucks, SL9 9RH

Account Name: Robertswood Vouchers

Sort Code: 60-05-50

Account Number: 25102850

The sum of £..... (..... in words)

On the 1st day of each month from.....to.....inclusive/until further notice*

Signed Date.....

Title, Initials and Surname (PRINT) (*delete as appropriate)

Return this portion of the form to the supermarket vouchers team:

	£100	Qty	£50	Qty	£20	Qty	Total £
TESCO gift cards							£
WAITROSE/JOHN LEWIS vouchers	Value						£
WAITROSE/JOHN LEWIS vouchers	Value						
SAINSBURY'S gift card, topped up remotely	Total value required:						£
	Standing order set up for:						£

Name of person ordering the vouchers:	Email address of person ordering the vouchers:
Name of person collecting the vouchers:	

Please send the **top section** of this form to **your bank** and the **bottom section** to **us**, either by email, or via the "Supermarket Voucher" mailbox in the school reception area. It can take some banks up to two weeks to set up a standing order. If you are able, please set it up online and email your order details to us, with confirmation that you have set up the standing order. Thank you.

Sainsbury's gift cards can be topped up remotely in August, so if you are ordering these vouchers, you can set up an open-ended standing order. If you are ordering Tesco or John Lewis vouchers, you can either set up your standing order until July, or carry it on through the holidays and receive double vouchers in September.

If you need any help, please contact us at: robertswoodvouchers@gmail.com