



# DIRECT DEBIT MORE SECURITY. MORE CONTROL.



Customer Accounting  
DHL Express (UK) Limited  
178-188 Great South West Road  
Hounslow  
Middlesex  
TW4 5BR



BUSINESS REPLY SERVICE  
Licence No. HL 543

These options only apply to customers of DHL Express (UK) Limited

Registered Office:  
Orbital Park  
178-188 Great South West Road,  
Hounslow  
Middlesex, TW4 6JS  
[www.dhl.co.uk](http://www.dhl.co.uk)

Registration number 02275780



# DIRECT DEBIT MAKES SENSE FOR BOTH OF US

Paying by cheque used to be the obvious choice in settling your invoices. Not anymore. Now there is a secure, alternative solution to paying your account, which puts you in control and will save you and your company valuable administration time.

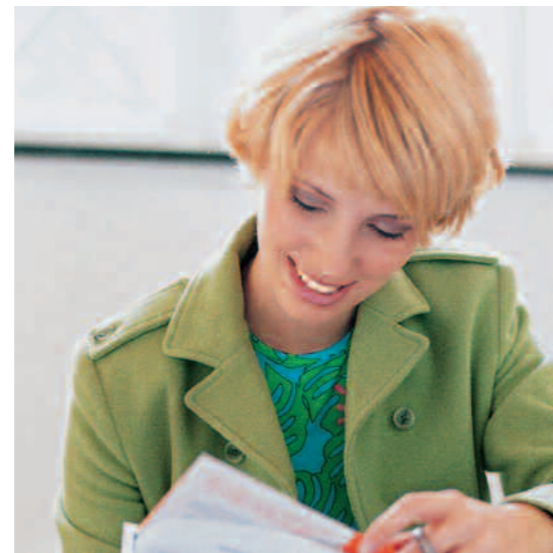
### What is it?

Direct Debit allows the amount of your invoice to be automatically deducted from your company's bank account and paid to DHL, in the same way you can opt to pay your utility bills at home. Direct Debit is safe and convenient and payment is automatic.

### Consider the Benefits

- DHL will notify you of the amount to be debited, ten days in advance.
- In the unlikely event of an error, **a full and immediate refund is guaranteed by your bank.**
- Your administration costs may be reduced.
- There is no need to worry about payment dates. Payment will be deducted from your bank or building society account on or around the **28<sup>th</sup>** of every month.
- Variable amounts can be debited each time, so there is no need to notify the bank of each invoice total.

**To set up an account on Direct Debit simply complete the attached Direct Debit form, fold and seal it and send it to us. No need to affix a stamp.**



### The Direct Debit Guarantee

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

If the amount to be paid or the payment date change, you will be told of this in advance by at least 10 days as agreed.

If an error is made by us or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



Originator Identification Number 856664

DIRECT DEBIT FORM

Bank or Building Society
Address
Post Code

Instructions to your Bank or Building Society to pay Direct Debits

1. Name and full postal address of your Bank or Building Society branch

8 5 6 6 6 4

Originator Identification Number

2. Name(s) of account holder(s)

3. Branch Sort Code

4. Bank or Building Society Account Number

5. DHL Account Number

6. Customer Name & Address

7. Post Code

8. Customer Contact Tel. No.

9. Contact Email Address (non-mandatory)

10. Instruction to your Bank or Building Society to please pay DHL Express (UK) Limited Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee.

Signature
Print Name
Date

N.B all fields must be completed by the customer

PLEASE MOISTEN TO SEAL

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