

# **DIRECT DEBIT BENEFITS**

**SECURITY  
CONVENIENCE  
AUTOMATIBILITY**

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## **Your Office Printer Service Contract and Direct Debit**

Your office printer service contract with Office Technology is in essence an insurance that your office printer will always be up and running.

Whether you require service, parts or toners you will always be covered by your service contract with Office Technology Ltd.

As with most insurance contracts, such as health or life, we normally pay by Direct Debit and forget about them unless we need to take advantage of them!

So, it makes sense to set up a Direct Debit for your Office Printer service contract.

## **THE BENEFITS TO YOU!**

Direct Debit is one of the safest and most reassuring ways of paying your bills: Payments are made automatically, so bills are never forgotten, lost in the post or delayed by postal problems and there's no risk of late payment charges

You don't have to do anything. It just goes out when the payment is due, quite handy if you easily forget things or do not have much free time. You do not have to remember to pay for your office printer service contract.

It makes it a lot easier to remain within credit terms and not have to worry about prompt shipments of toners, spare parts and service call-outs for your office printer.

No cheques to write out. It's easier to manage your company's cash flow. It's easy and you will have greater control over your company's money

### **It saves money for you**

Using Direct Debit brings plenty of time, admin and cost savings to your business

### **It spreads the costs**

Paying your business costs by Direct Debit allows you to spread costs over a period that you agree with the organisation you are paying, making it easier to budget for your office printer service contract

### **It's guaranteed**

Direct Debit payments come with a guarantee so you're automatically protected by three important safeguards:

- An immediate money back guarantee from your bank in the event of an error in the payment of your Direct Debit
- Advance notice if the date or amount changes
- The right to cancel at any time.

Using the Direct Debit system is an extremely safe way to pay, with modern encryption and secure firewalls used to protect your information.

Bank account details are encrypted at source, so you can rest assured that your data is safely stored and that every possible effort is taken to keep your bank details secure.

All payments are covered by the **Direct Debit Guarantee**. This gives you complete cover for payments made in error or taken fraudulently, making Direct Debit by far the safest payment method for you to use

### **It gives you peace of mind**

Direct Debit is one of the safest and most reassuring ways of paying your bills:

- Payments are made automatically, so bills are never forgotten, lost in the post or delayed by postal problems and there's no risk of late payment charges
- Organisations using the Direct Debit scheme have to pass a careful vetting process, and are closely monitored by the banking industry
- The Direct Debit Guarantee protects you and your money. It's offered by all banks

### **It takes away the hassle of late payment**

There will be times when you forget to pay you on time. We've all been there, but late payments needn't be an issue – with Direct Debit, you are always paying on time, every time and reaping the benefits of having your office printers always up and running.

With agreed payment dates, and the whole process of collection taken care of automatically, you need never miss a payment again. That means no disruption to the customer's service, no awkward chase-up emails and no embarrassment when being asked to pay your bill on time in the future. This all goes without mentioning the reduction in tracking time for your business regarding outstanding bills.

### **It's easy to set up**

You will love the ease of use. A payment method that's fast and hassle-free. Setting up Direct Debit payments couldn't be easier.

Once your business is signed up, there's a one-off process to get you ready for payment collections. You simply enter your bank details on the Direct Debit Mandate.

### **It saves you time**

Modern life is hectic – but Direct Debit helps. It takes away much of the hassle associated with paying bills, and puts an end to filling out cheques.

You'll find it easier to stay on top of your bills, and you'll know exactly how much money is going out each month. Paying by Direct Debit also means reduced workload and paperwork for your finance department.

You lead busy lives and finding the time to stay on top of bills can sometimes be a challenge. With your office printer service contract payments set up using Direct Debit, everything happens automatically and efficiently.

Once your Direct Debit payment mandate is set up, you don't have to do anything more.

It's this ease of use that's resulted in 80% of us having at least one Direct Debit and the average person having six!

You won't waste time with cheques or online banking, and there's no need for them to remember when payment is due. We just collect the right amount of money on the agreed date.

You can change to paying your regular business payments by Direct Debit in just four simple steps.

### **How to set up a Direct Debit**

Paying your regular bills – such as your Office Printer Service Contract – by Direct Debit will save you time, make life easier and may even be cheaper. Changing to Direct Debit only takes four simple steps.

#### **Step 1 - Contact Office Technology via your Account Manager**

Get in touch with our accounts department and ask to set up a Direct Debit. They'll arrange for you to complete a Direct Debit Instruction. Signed copy to be sent to the accounts department

#### **Step 2 - Complete the Direct Debit Instruction**

You'll need to provide:

- Your name and address
- Name and address of your bank or building society
- Your bank or building society account number
- The branch sort code of your bank or building society
- The name(s) on the account.

Office Technology Ltd will update its payment records and forward the instruction onto your bank or building society. They'll then collect the agreed amounts on the agreed dates.

### **Step 3 - Check the advance notice details**

Office Technology will give you advance notice of collection dates and amounts, whether you set up a Direct Debit by internet or using a paper form.

Please check these details are correct and contact us straight away if you want to query anything.

### **Step 4 - Relax**

Apart from making sure you've enough money in your account when payment is due, there's nothing more you have to do. Just keep an eye on your bank statement to check that the Direct Debits are being made as agreed.