

**REQUEST FOR A STANDING ORDER TO BE SET UP**  
(please take to your Bank on completion)

To: (Bank Name)

Please accept the following as an instruction to pay by standing order from my account.

**Pay from:**

**Your Details**

Name:

Address:

Account No:

Amount:

£

(\*client contribution x 52 weeks divided by 12 months)

Frequency:

☒ Monthly

Start Date:

**Pay to:**

**Purple's Account Details**

Account Name:

Purple Conversation CIC - PC CIC ESSEX

Account No:

50092452

Sort Code:

20-19-95

Ref: (name of person receiving the DP funding)

C.C.

Signed:

Date:

\* Should you require support calculating the monthly amount please contact your EAG & Support Planning Officer

**Please note: If your client contribution is increased it is your responsibility to contact your bank and amend the standing order monthly amount.**



To:  
**Purple**  
**Ivan Peck House**  
**Russell Way**  
**Chelmsford**  
**CM1 3AA**

**Direct Payment Holder Name:**

.....

This is to confirm that I have completed the standing order mandate for £\_\_\_\_\_ per week/month relating to my client contribution and taken it to my bank for action.

[DELETE IF NOT RELEVANT] I also enclose a cheque made payable to **Purple Conversation CIC - PC CIC ESSEX** for £\_\_\_\_\_ which represents uncollected client contributions for the period \_\_\_\_\_ to \_\_\_\_\_.

Signed: .....

Print Name: .....

Date: .....