

Dear Sir/Madam

### **St Peters School Bus Service – Standing Order Payment**

Thank you for your application for a pass for your child/children to travel on one of our St Peters School routes. Your ticket will be posted in the next few days.

You have chosen the 10 payment option and the first payment has either been made by cheque or will be taken by debit/credit card.

**We then require 9 payments of £101.00 to be made by standing order with the first payment due on the 1<sup>st</sup> October 2020 and then on the 1<sup>st</sup> of each month with the last payment being due on the 1<sup>st</sup> June 2021.**

We have attached a Standing Order Mandate that you could send to your bank or if you use online banking then our details are:

Account Payee: Stagecoach Services Ltd  
Bank Name: Bank of Scotland, 38 St Andrews Square, Edinburgh  
Account No: 00673050  
Sort Code: 80 – 11 – 00  
Reference: SPT – Childs Surname and Initial  
(Eg: SPT – Smith J)

As you can imagine there will be a large number of incoming payments from parents so the reference number is critical to being able to allocate correctly.

This letter is in addition to the Terms and Conditions supplied with the application form.

Yours sincerely

Keith Gait  
Customer Service Director

## Standing Order Mandate

Name:	
Address:	
Post Code:	

## Your Bank Details

Bank/ Building Society Name:							
Address:							
Post Code:							
Account Number:							
Sort Code:							
Payment Reference Number:							

-----

Print Name	Signature	Date
------------	-----------	------

**9 x Monthly Instalments of £101.00**

**First Payment date: 1st October 2020**

**Remaining Payment dates: 1st of each calendar month until 1st June 2021**

## Beneficiary's Name

Company Name: **Stagecoach Services Limited**

Bank Name & Address: **Bank of Scotland, 38 St Andrew Square, Edinburgh EH2 2YR**

Bank Account Number: **00673050**

Sort Code: **80-11-00**