



— The —
Hardy Orchid
— Society —

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30th September 2013

New Membership Fees

	Single	Family
UK residents	£17	£20
European residents	£20 (€25)	£23 (€30)
Overseas residents	£25 (\$40)	£28 (\$45)

Dear Hardy Orchid Society Member,

As you will have seen from the Chairman's message in this October 2013 Journal, an increase in membership subscriptions has been agreed. This letter tells you what to do if you pay by Standing Order.

If you pay by cheque, cash or bank transfer, you need take no action at this stage. I will remind you of the revised charges with your April 2014 Journal.

If you currently pay by Standing Order or wish to start a Standing Order, you will need to notify your bank. You can do this in several ways:

- Change the amount you pay yourself by direct e-banking or telephone-banking. Ensure that the old amount is cancelled and that your personal Reference is still in place. Please let me know if you do this so that I don't continue to chase you.
- Complete the Standing Order mandate overleaf and take it straight to your bank. Ensure that any previous orders are cancelled and that you have given a Reference (Your membership number plus your surname). Please let me know if you do this.
- Complete the Standing Order mandate overleaf and send it to me. I will send it on to your bank.

You can use any of these three to set up a Standing Order if you don't already have one - but please let me know.

If you are uncertain about any aspect of this, or can't find your membership number, please do contact me by email, phone (use the answer phone when I am out) or post and I will do my best to help you.

To summarise:

- Only take action now if you currently pay by Standing Order or want to start doing so
- Please let me know what you do
- Please always put your Reference on bank payments - Membership no. and surname

Thank you and best wishes,

Moira Tarrant
Membership Secretary
Hardy Orchid Society

Hardy Orchid Society

Standing Order Mandate

The Manager

Please write the full name and address of your bank inside the box. It will then appear in the window of the envelope we use to send it on to your bank.

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Please write very clearly

Notes for completion

Sort code Account number Account name	<i>Please add the details of your bank account</i>
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Please cancel any previous standing orders in favour of the Hardy Orchid Society.

Please pay: HSBC, Wells Branch for the credit of: Sort Code: 40-46-06 Account: 21185527 quoting Reference:	<i>Please complete the Reference with your Membership number and your surname</i>
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The amount to be paid is

..... (words)

..... (figures)

(The only appropriate amounts are the annual fees shown above unless paying for more than one subscription)

Please make this payment ANNUALLY on 1st MAY until further notice, starting with a payment on 1st MAY 2014	<i>The HOS Membership year is 1st May to 30th April.</i>
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Signed: Date:

Please either take to your bank or return to Moira Tarrant, address overleaf.