



## Standing Order Form

Please use **BLOCK CAPITALS**, marking the appropriate boxes with an **X**.

### 1. Details of the account where payments will come from

Account Name

Account Number

Sort Code

### 2. Details of the account where payments will be sent to

Account Name

Account Number

Sort Code

Name of Bank or Building Society & branch

Reference: BYDIRECTORY

### 3. Payment Details

Premium £50 Business/£25 Community  
Standard £25 Business/£10 Community

Amount in figures to be paid **annually**

Date of first payment

Continue payments until cancelled by me in writing

### 4. Special Instructions

Signature/s

Date

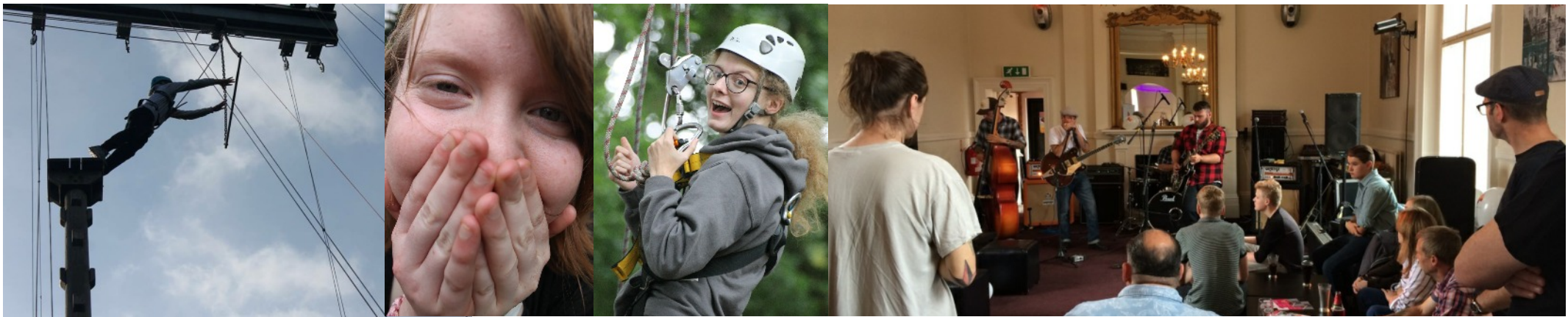
Please note that it can take up to 5 working days to set up a Standing Order.



The one stop shop for young people, adults, carers and professionals to access information, services and activities across the Breckland District



See inside for how you can get involved



Three levels to choose from: **Premium, Standard** or a **Free** listing



	<b>Premium</b>	<b>Standard</b>	<b>Free</b>
	per year:	per year:	per year:
	£50 Business	£25 Business	£0 Business
	£25 Community	£10 Community	£0 Community
Address	•	•	•
Telephone	•	•	•
Text	Unlimited	170 words	35 words
Images	Up to 10	Up to 5	1
Categories	Up to 15	Up to 5	1
Google Map	•	•	•
Customer Reviews	•	•	
Social Media Links	•	•	
Website Link	•	•	
Videos	Up to 5		
Live Twitter Feed	•		
Featured Entries	•		
Special Offers Option	•		
Events Calendar Link	•		
Activities Diary	•		
Franchising - Ability to add Multiple Locations	(£20 /£5 per addition)		

### How Do I Sign Up?

Simply complete the form overleaf or sign up instantly on-line at [www.brecklandyouthdirectory.org](http://www.brecklandyouthdirectory.org)

- 1 Check to see if you are already listed on the Directory and if you are:
    - Select 'business owner?' to claim the listing
    - You will be prompted to create your own personal login details
    - Once authorised, you can then upgrade your listing to the most appropriate level for you (*see the table opposite*)
  - 2 You can pay immediately and safely via Paypal, BACS, send a cheque or use the standing order form. You will be sent confirmation paperwork.
  - 3 Once payment is received, you will then be able to edit your Directory entry whenever you wish. The ideal size for images is 800 x 600 pixels (please re-size and optimise before uploading to your page).
  - 4 Once all complete, scroll to the bottom of the page, check the terms and conditions, accept them, then click 'review listing' and if everything looks as you want it to click 'update Now' - Simple!
- OR** if you are not already listed (a new listing):
- From the Directory homepage, simply select 'New User? Register Now' on the right hand side.
  - You will then be prompted to select the level of membership you require (see the table opposite)
  - Decide which of the 9 main categories (see front cover) will suit you best - once selected, there will be many more sub-categories to choose from, but it's important to decide this one first.

Now continue following from step 2 to 4 above.

Sometimes it's just easier to talk it through, so if you have any queries or need any help getting started - get in touch and we'll have you up and running in no time.