[GoldenRule]

18 Burnet Road

Sweet Briar Industrial Estate

Norwich, NR3 2BS

[Tel: 01603309590](Tel:01603309590)

Email: [coverplan@gasway.co.uk](mailto:coverplan@gasway.co.uk)

[Date]

[CompanyName]

[Address1]

[Address2]

[Address3]

[Postcode]

Dear [Name]

Thank you for taking our annual [Plan] plan at [Site].

**Debit Ref No. [DebitRef]**

**Plan No. [DebitRef2]**

**CONFIRMATION OF PLAN AND ADVANCE NOTICE OF DIRECT DEBIT**

**COLLECTION**

**This is for information purposes only.**

Gasway Services will automatically process a one-off Direct Debit payment on your renewal date. A letter will be sent nearer the time detailing the cost of your renewal and the date payment will be collected.

Payers Account Name [AcName]

Payers Sort Code [ScCode]

Payers Account Number [AcNumber]

We are obliged to advise you that in accordance with the terms and conditions of our Cover Plans you are now entering a 12-month contract. Should you wish to cancel your plan please refer to cancellations section 8 in our terms and conditions, which can be found detailed on the reverse of your certificate of cover. The main points that should be noted are any instalments still outstanding shall remain payable to expiry date or if we have carried out works, we will charge you an amount that covers the cost of works carried out.

Gasway will make every attempt to provide annual service reminders however it is the direct responsibility of the customer to ensure the annual service is carried out. We will not accept responsibility for any failure to meet the annual service deadline.

Should you have any queries in respect of this notification please contact our Cover Plan Department on 01603 258613, otherwise the Direct Debit will commence as detailed above.

**Please find enclosed your certificate of cover.**

Yours sincerely

Gasway Cover Plan Team

Cover Plan Department

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| **The Direct Debit Guarantee**  DDLogo |
| * This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. |
| * If the amounts to be paid or the payment dates change Gasway Services Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. |
| * If an error is made by Gasway Services Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. |
| * You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us. |
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| footer.jpg  Head Office: Gasway Services Ltd – 18 Burnet Road – Sweet Briar Industrial Estate – Norwich – NR3 2BS  Telephone; 0800 0743030 Email: enquiries@gasway.co.uk  Company No: 4158628  VAT No: 688 4634 78 |