



DIRECT DEBIT TERMS AND CONDITIONS

Upon entering into a Direct Debit Arrangement with Ormeau Physio, I understand that:

Item	Customer Initials	Employee initials
<input type="checkbox"/> All direct debit fees are paid by me (the customer)	_____	_____
<input type="checkbox"/> I agree to set up ongoing & automatic direct debits according to the instructions contained in this document	_____	_____
<input type="checkbox"/> I understand that by signing up to this class, I am committing to attend all sessions in the 10 week program.	_____	_____
<input type="checkbox"/> I understand that Ormeau Physio has been able to reduce the price for this course plus also allow weekly payment instalments by using direct debits (instead of an up-front course fee). Because of this, I understand that I am committing to pay the direct debits for the full 10 weeks and will not be entitled to a refund/credit if I cannot attend a class/es.	_____	_____
<input type="checkbox"/> I agree to pay by debiting a cheque or savings account	_____	_____
<input type="checkbox"/> If I wish to suspend or cancel the direct debit, I will provide a minimum of AT LEAST 2 weeks' prior notice	_____	_____
<input type="checkbox"/> I understand I must put my suspension or cancellation request in writing via email to admin@ormeauphysio.com - I cannot simply rely on verbally discussing it with an Ormeau Physio employee	_____	_____
<input type="checkbox"/> If I do not provide at least 2 weeks' notice of my intention to suspend or cancel, I acknowledge that Ormeau Physio may not be able to suspend/cancel in time	_____	_____
<input type="checkbox"/> Direct debit transactions are processed using the company IntegraPay.	_____	_____

Customer signature: _____ Date: _____

Employee signature: _____ Date: _____







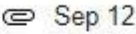



INSTRUCTIONS TO SET UP YOUR DIRECT DEBIT WITH ORMEAU PHYSIO


1. Complete the *New Patient Information Form* and return to our friendly Receptionist.

It's a requirement to include your email address – this is where we will send your invoices to set up direct debits.

2. You will receive an email containing your very first invoice (this may take a few days after your hand your form to Reception, as it is passed over to our Accounts Officer for processing).
3. Your email will contain the following instructions (example only):

Invoice INV-1299 from Peak Body Health Pty Ltd ATF
The Singularity Trust T/as Ormeau Physio for Test
Contact  Inbox x

 **Accounts at Ormeau Physio** <messagi...>    

to Test 

Hi Danielle,

Here's your invoice INV-1299 for AUD 26.00.

The amount outstanding of AUD 26.00 is due on 9 Sep 2017.

The very first time you pay this invoice, please enable automatic direct debits by:

1. Clicking on this link to pay online: https://in.xero.com/evwmWwZADjOgYCRWGlqUDWPfYWPqw7EN1DCbM15g?utm_source=email
2. Click the green 'PAY NOW' button at the top of the invoice
3. Select 'Pay with credit card' from the drop-down list
4. Choose your payment method (we recommend "Bank Account" for cheaper fees)
5. Tick the box "I would like payment for my future invoices to be automatically debited using the above account details"
6. Tick the box "I agree to the Direct Debit Terms & Conditions"





7. Click the blue 'PROCESS PAYMENT' button

You have now been set up for automatic direct debits for your classes.

To obtain an invoice that Private Health Funds will accept for rebate claims, please speak with our friendly Receptionist and they will print one out in the correct format for you.

If you have any questions, please let us know.

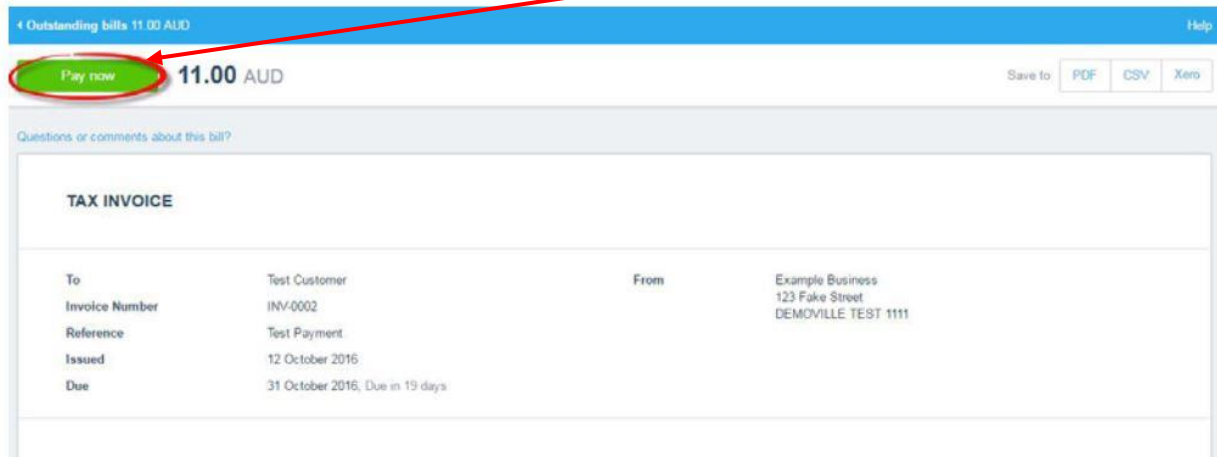
Thanks,
Peak Body Health Pty Ltd ATF The Singularity Trust T/as Ormeau Physio



4. Click on the link/URL contained within the email (you may need to copy and paste this URL into your web browser).



- This link will open an online version of the invoice in your web browser, featuring the 'Pay Now' button:



- Select 'Pay with credit card' from the drop-down list.
- This 'Pay with credit card' button will direct you to a secure page where you can make payment:





2. Payment Method

Credit Card
Surcharge: \$0.50 plus 1.98% (3.98% for AMEX) will be added to the payment amount (there is an additional fee for international cards)

Bank Account
Surcharge: \$1.10 will be added to the payment amount

Card Number *

Supported Cards

Name on Card *

Expiry Date *

Card Security Code *

I would like payment for my future invoices to be automatically debited using the above account details

I agree to the [Direct Debit Terms & Conditions](#)

Customers can authorise the automatic debit or future invoices by ticking this box

Automatic debit authorisation and all Bank Account Payments require the customer to agree to the Direct Debit Terms & Conditions

3. Process Payment

Click "Process Payment" below to complete your payment.


8. Choose your payment method (we recommend "Bank Account" for cheaper fees).
9. Enter your account details.
10. Tick the box "I would like payment for my future invoices to be automatically debited using the above account details".
11. Tick the box "I agree to the Direct Debit Terms & Conditions".






12. Click the blue 'PROCESS PAYMENT' button.

13. A successful payment will direct you to a receipt page detailing the successful payment and providing you with an option to print this receipt:

 *Your payment was processed successfully.*

Payment To:	Example Business
Payment Amount:	\$11.00 (plus \$0.88 transaction fee)
Bank Receipt ID:	RT89496
Payment Method:	424242xxxxxx4242 Visa

PRINT 



14. You will also receive an email receipt for the successful payment (e.g.):

Ormeau Physio Transaction Receipt



Ormeau Physio

Tue 12/09, 12:06 PM

You



Reply | v



Download Save to OneDrive - Personal

Thank-you for your payment to Ormeau Physio.

The details of your payment are:

Payment Amount: \$26.00

Bank Receipt ID: XeroBDP-2443875

Transaction Reference: ba4eb57d-1df3-49ed-9633-3f38224602d1

Description: Payment of Xero invoice #INV-1299

Payment Method: Bank account 084004 xxxxxx501

If you have any questions, please do not hesitate to contact us on 0424 822 588.

Regards,

Ormeau Physio

Email: danielley@ormeauphysio.com

Ph: 0424 822 588

15. You have now been set up for automatic direct debits for your classes.

16. To obtain an invoice that Private Health Funds will accept for rebate claims, please speak with our friendly Receptionist and they will print one out in the correct format for you.

