



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Payment Order Instructions Form**

***TO: BACK OFFICE DEPARTMENT***

As the debit of my account is in your care, I kindly request that you arrange a transfer of  
The following specified amount in US dollars to my bank account, the specific  
Information of which follows:

ACCOUNT No.: \_\_\_\_\_.

AMOUNT: \_\_\_\_\_ US Dollars.

AMOUNT IN WORDS: \_\_\_\_\_ US Dollars.

**BANK DETAILS:**

- Bank Name: \_\_\_\_\_.
- Bank Address: \_\_\_\_\_.
- Swift Code: \_\_\_\_\_.
- Beneficiary: \_\_\_\_\_.
- Bank Account No. : { \_\_\_\_\_ }

Client Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

SIGNATURE VERIFICATION

BACK OFFICE

ACCOUNTANT

NOTES