



## HOW TO PAY

Sterling is happy to accept payment for our services via any of the following means:

### Bank Transfers

**BACS** (Bank Automated Clearing System) – This is the transfer of funds from one UK bank account to another UK bank account. This is originated by you “the payee” and takes 3 working days to reach our “the beneficiary’s” bank account. Therefore, if you instruct your bank to make the payment on Friday it will reach our account on Tuesday.

**CHAPS** – This is the same as the above, however, as long as the payment instruction is actioned by your bank before 2.00pm\* it will be received by us the same day.

*You are advised to check this time with your bank as some banks may have a different cut off time!*

**SWIFT** – This is the transfer of funds from a non-UK bank account and is originated by you. However, this type of payment can take anything up to 7 working days to be received by us. It is therefore advisable to confirm with your bank the “value date” of the payment - this is the date it will be received by us.

*Tip: Generally, you can pay an increased fee for a speedier service!*

**Credit/Debit Cards** – If you wish to pay by either of these methods please log on to <https://secure.sterlingrelocation.com/payment> or contact your Move Co-ordinator for a payment form. We are able to accept payment by Visa, Delta, MasterCard, JCB, Switch and Solo.

**Cheque (Check)** – Cheques should be made payable to Sterling Relocation Limited and crossed “account payee only”. Once a cheque has been received by Sterling it will take 7 days for the funds to clear in to our bank account, therefore cheques should be sent at least 14 days in advance of services being provided.

### Payment Methods for Long Term Storage & Furniture Rental

**Direct Debit** – This is an authority for us to collect a pre-agreed sum from a UK bank account. When paying these charges by this means you can opt to pay monthly, quarterly, half yearly or yearly in advance. To set this up please log on to <https://secure.sterlingrelocation.com/payment> or contact your Move Co-ordinator for a Direct Debit Mandate form.

**Standing Order** – this is similar to a direct debit but originated and controlled by you. The payments are made on a set date each month, quarter etc. and are for a fixed amount.  
**Credit/Debit Cards** – We are able to set up a standing monthly, quarterly etc. collection from your card.

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## **BANK ACCOUNT DETAILS**

**BANK NAME:** Barclays Bank Plc

**BANK ADDRESS:** 355 Station Road  
Harrow  
Middlesex  
HA1 2AN

**ACCOUNT NAME:** Sterling Relocation Limited

### **GB£ ACCOUNT**

Account number: 20879347  
Sort Code: 20 - 37 - 16  
IBAN No.: GB20 BARC 2037 1620 8793 47  
Swift Code: BARCGB22

### **US\$ ACCOUNT**

Account Number: 77306033  
Sort Code: 20 - 30 - 19  
IBAN No.: GB88 BARC 2030 1977 3060 33  
Swift Code: BARCGB22

### **EURO ACCOUNT**

Account number: 47721266  
Sort code: 20 - 30 - 19  
IBAN No.: GB05 BARC 2030 1947 7212 66  
Swift Code: BARCGB22

*Please always send details of your remittance to:*

**POST:** Hallmark House, Rowdell Road, Northolt, Middlesex UB5 6AG  
**FAX:** +44 (0)20 8845 3410  
**E-MAIL:** [remit@sterlingrelocation.com](mailto:remit@sterlingrelocation.com)