

ADDING BRISTOL POUND AS A PAYMENT OPTION ON INVOICES

As a Bristol Pound business, it is important that your customers are offered the choice to pay in Bristol Pounds in addition to sterling. This will require you adding some additional text to your invoice.

The simplest text to add is:

If paying this invoice in Bristol Pounds, pay online or by text to 'myusername'

Replace 'myusername' with your business' username. If you've forgotten your username, look up your business on our directory at bristolpound.org/directory

You can also use the 'Proud to Accept Bristol Pounds' graphic below. This is available to download from the Bristol Pound website at bristolpound.org/business-support



Receiving Bristol Pounds from customers who are not members

You may also offer customers who are not Bristol Pound members the option to pay into your Bristol Pound account. To do this you give them the payment details of your Bristol Pound account held at Bristol Credit Union (this is also the way in which you can convert Sterling into your own Bristol Pound account). Add the following wording.

If you are not a Bristol Pound member, we still offer you the option to pay us in Bristol Pounds. Simply make your payment in Sterling from your regular bank account into our Bristol Pound account, managed by Bristol Credit Union. We will receive the amount as Bristol Pounds in our Bristol Pound account.

- Account name: Bristol Credit Union
- Account number: 65330812
- Sort code: 08-92-99
- Reference: *****BP (Your personal BCU Member Number +BP, e.g. "56789BP")

Find your BP reference number under 'my profile' on your online banking

It is important that the customer uses your personal BCU Member Number as the payment reference so that the BCU can put the money into your Bristol Pound account.

Any trouble get in touch at info@bristolpound.org