

Please complete this form and send it to Chapterhouse with your standing order mandate

# CHAPTERHOUSE BOOKING FORM

## Proofreading and Editorial Skills Correspondence Course

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Where did you see Chapterhouse advertised?

Have you received any previous correspondence from Chapterhouse? Yes / No

Course materials are despatched by second class post when we receive your first payment.

*You are entitled to a refund on a correspondence course if you return the materials unused and in perfect condition within ten days of receipt. If you return the course, please remember to instruct your bank to cancel the standing order payments.*

**NB Special offer prices do not apply to standing order bookings.**

Office Use: Student Reference Number:

	R	R	G	C
P/I				
P/P				
E/I				
E/P				
R				

# Standing order mandate

## Proofreading and Editorial Skills

Please complete this form  
and send it to Chapterhouse  
with your enrolment form

Please complete in **BLOCK CAPITALS**

### Your bank details

To (name of bank): \_\_\_\_\_

Full address : \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

### Your account details

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_ Sort code: \_\_\_\_\_

Your daytime telephone number: \_\_\_\_\_

**Please set up the following standing order and debit my/our account accordingly:**

Organisation to be paid:	Chapterhouse
Name and address of bank:	NatWest, 59 High Street, Exeter, EX4 3DL
Account number:	71421068
Sort code:	56 – 00 – 49

**Details of payment:** 1 payment of £45 + 10 monthly payments of £32 (total £365)

**Date of first payment (£45):** \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy) (10 days from your signing form); **plus**

**10 monthly payments of £32 on the following dates** (start one month from date of first payment):

\_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_  
\_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_    \_\_\_/\_\_\_/\_\_\_

### Confirmation

Customer(s) signature(s) : \_\_\_\_\_

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

Please return this form to Chapterhouse with your enrolment form.  
Note that only UK customers can pay by standing order.

For office use

Note to bank. Please quote the following reference when sending payments: