

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 £85 + 10 monthly payments of £30 (total £385)

Date of first payment (£85): ____/____/____ (dd/mm/yy) (10 days from your signing form); **plus 10 monthly payments of £30 on the following dates** (start 1 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:

Chapterhouse, 1 Southernhay West, Exeter EX1 1JG