

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.

Office Use:

Student Reference Number:

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NB: special offer prices do not apply to standing order bookings.

Chapterhouse, 1 Southernhay West, Exeter, EX1 1JG

VAT NO: 472 347 833

Please complete this form and send it to
Chapterhouse with your standing order
mandate (overleaf).

Standing order mandate

Proofreading and Editorial Skills

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:

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.

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