

3. Invoice Processing

3.1 **Pricing** - The cost per class is stated on your Quote*.

3.2 **Invoicing** - Time4Writing will generate invoices for all active accounts within two (2) weeks of the student beginning a course.

3.3 **Payment Terms** – Net 30 days of the date of the invoice.

***Discounted Rates** can be given to schools that purchase in bulk.
To see if you qualify, contact us at 855-771-0915 or info@time4writing.com for more details.

4. Cancellation Policy

4.1 Cancellations can be requested anytime during the first 2 weeks of the course registration date via email.

4.2 No refunds or credits will be issued against orders that are cancelled after they have already been invoiced.

4.3 No prorating or substitutions will be permitted.

We look forward to providing you and your families the best service possible!

Please provide the following information so we can process the approval in our system:

School Name _____

Billing Address _____

Accounts Payable Contact _____ Phone _____

Fax Number _____ Email Address _____

How do you wish to receive your invoices? (please check) _____ Mail _____ Fax _____ Email

I hereby agree to the terms and conditions outlined above.

Printed Name

Date

Signature

Please sign and fax back to 954-210-7905. Feel free to contact us at 855-771-0915 or info@time4writing.com with any questions.