



**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 two (2) weeks after receipt of the purchase order.

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 purchase order receipt.

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.

4.4 Prepaid courses will expire one year from the date of the invoice.

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.**

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Printed Name

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Date

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Signature

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