

## Granta Centre Invoicing

Invoicing we think is just as important as the initial enquiry, it is after all the last impression of us!

### 1. We don't ask for any deposits or prepayments

To confirm your event all we require is a signed copy of the "Booking Confirmation Form" which included the terms and conditions of booking. If though you want to make a prepayment – just ask.

### 2. Sending Invoices

We generally send invoices on the Friday after your event. If your event is on a Friday, we will send it the following Friday.

### 3. Payments

We prefer card payments – it is just simpler for all. BACs and account details are included on the invoice. We ask for all payments within 30 days.

### 4. Purchase Order numbers

If your company requires us to use a PO# we need it before the start of the event.

### 5. Flexibility

Like our events, if you need some flexibility talk to us, there is always a way.