

Emory & Henry College Summer Conference

Payment Information

1. In order to guarantee reservations, a 25% (twenty-five) deposit of the estimated cost must be paid with the return of the signed contract. Appendix A is attached with applicable rates. Billing rates applied will be in accordance with information provided on the group reservation application. **Without the 25% deposit, reservations will not be guaranteed.**
2. Accounts must be settled within 30 (thirty) days of departure. An invoice will be mailed to the group representative within 15 (fifteen) days of departure. **For accounts not paid within 30(thirty) days, a finance charge will be applied at the rate of 1% (one percent) annum.** No refunds will be processed within 14 (fourteen) days of conference arrival date.

As acknowledgement of the foregoing, the group agrees to the stated terms. On behalf of _____ I have endorsed below.

Printed Name

Signature

Representative Title

Group Name

Address

City, State, Zip Code

Home Phone

Cell Phone

E-mail Address

Emory & Henry College Representative

Date

Please make all checks payable to:

Emory & Henry College

Please remit payment to or contact:

Laura Pruitt-Conferences Director
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