

How To Send Your Fees To England

Complete the Enrolment Form and send this together with your payment to:

The Writers Bureau
Sevendale House
7 Dale Street
Manchester M1 1JB
England

One of the best ways to send your fees is by sterling Bankers Draft drawn on a London Bank. YOU DO NOT NEED TO HAVE A BANK ACCOUNT TO OBTAIN A BANKERS DRAFT. You can buy one at any bank that conducts foreign exchange. Always tell the bank that your payment is for educational purposes. If the bank needs proof of this, show them your enrolment form and writers Bureau prospectus.

Make your draft payable to 'The Writers Bureau'.

When you have bought your draft, send it to us yourself together with your enrolment form. **DO NOT** let the bank send your payments to us. They will send it via a London bank who will impose heavy charges and we will have to pass these back to you. This way also causes long delays. So to avoid these extra charges and the delays buy a sterling draft and send it to us yourself. Bank drafts in currencies other than sterling also incur additional bank charges.

We can only accept personal cheques which are drawn on a UK bank (please make them payable to The Writers Bureau).

We can accept cash in sterling, US Dollars or any other currency that we can exchange in the UK. **You should ALWAYS send cash by registered mail.** If any cash sent by unregistered mail goes astray in the post we will not be responsible for this. It is your loss not ours.

IMPORTANT – the fees quoted on our enrolment form **DO NOT INCLUDE BANK CHARGES.** Any small amount your bank may charge you for a bank draft must be your responsibility. **DO NOT** deduct it from your fees.