



A Little World for Big Thinkers

## 2019-2020 Field Trip Payment Form & Policies

### Deposit Information

**A non-refundable deposit of \$50 is due with** Imagi Nation LLC's initial receipt of the completed Field Trip Contract. If your first or second choice field trip dates are unavailable, the deposit will not be processed until a date has been agreed upon.

Deposits may be in the form of a check or credit card. **If a deposit is not received, dates will not be held.**

### Method of Payment:

Credit Card: ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover ☐ Check  
If check, please provide the issuer's name: \_\_\_\_\_ Mailed on: \_\_\_\_\_

*\*If you are not paying by credit card, please attach your check with this form.*

### Credit Card Authorization:

Name of Cardholder (please print): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder Email: \_\_\_\_\_ Cardholder Phone: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount to be Charged\*: \$ \_\_\_\_\_

***\*Organizations that are not tax-exempt must enter \$53.00 to include 6% PA sales tax.***

### Payment Information:

Once the Field Trip Contract and non-refundable deposit have been accepted, your date will be verified by email and held. You will receive a Deposit Confirmation and Invoice for the total balance due. **Final balance is due two (2) weeks prior to field trip date.**

**A \$35 late fee will be charged for all payments made after the due date.** Reservations are subject to cancellation if payments are not received by the required date. Deposits are non-refundable, however a new date may be reserved with initial deposit according to the cancellation/refund policy. After final payment has been processed, it is non-refundable. All sales are final.

*Any additional guests above the final count after final payment has been made will need to pay general admission of \$12.95/person the day of your visit.*

**PLEASE INITIAL:** \_\_\_\_\_

**I have read and understand Imagi Nation LLC's Field Trip payment policies and verify that I understand and accept Imagi Nation LLC's terms of agreement for field trip payments.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_