

Book-keeping and MYOB Support Order Form

Company Name:	
Address:	
.....	
Town:	
County:	Postcode:
Telephone:	Fax:
Primary Contact:	DDL:
Primary Contact Email Address:	

To: Balancing Act (Cambridge) Limited.

Please provide 12 months Book-keeping and MYOB support by means of telephone and email at an agreed fee of £75.00 + VAT for the period. I understand that I will receive a receipted invoice and support plan number within 7 days. I may cancel within 28 days of the date of the agreement and receive a full refund, provided no support has been given. Thereafter I may cancel at any time and receive a refund equal to 50% of the remaining term of the agreement.

I understand that the support hours are Monday to Friday 09.30 to 17.30 hrs, and that I should ring 01223 264400, or email: support@balancingactcambridge.co.uk. I understand that I should expect a response to an email support request the next working day.

I understand that I may make unlimited support requests by email and telephone during the support period. I accept that you do not guarantee to resolve any specific issue, and that some issues may require a chargeable callout; an upgrade to my software; or such other additional items that are not covered by this agreement.

Signed: Date:

Payment details (Please tick one)

I enclose my cheque for £88.13 (£75 + VAT) payable to Balancing Act (Cambridge) Ltd

I wish to pay by Debit/Credit Card:

Cardholder Name:

Card Number:

Expiry Date: Issue No: (Switch Only)

CVS Number:

Mail the completed form to Balancing Act, 14 Bennell Court, West St, Comberton, Cambridge CB23 7EN or Fax to 01223 264010. For enquiries please ring 01223 264400.