Instruction Gift Certificate Request Form

Eric MacCluen Golf LLC Gift Certificates are individually created and may be personalized for all occasions. Gift certificates can be purchased for any dollar amount & are issued for group instruction & programs at Applecross Golf Academy or for private lessons & packages with Eric MacCluen only.

1) Complete the full name of the person receiving the gift certificate; include the occasion if you wish.
Example: Happy Birthday Eric MacCluen!

To: _____

The Gift Certificate bearer is an Applecross: **Adult (18 & older)** Member ☐ Guest ☐ ***or*** **Junior (17 & under)** Member ☐ Guest ☐

2) Complete the name of the individual(s) gifting the certificate.

From: _____

3) Complete the type of instruction to be purchased; Applecross Golf Academy group lessons or private instruction with Eric MacCluen.
Example A: $200 toward Applecross Golf Academy Group Programs, Example B: 2 hours of Adult Private Instruction with Eric MacCluen

Description: _____

4) Complete payment information: Cash or check payment is preferred! Applecross members may authorize their card on file to be charged the purchase amount by writing "card on file" and providing a signature below. Applecross guests (non-members) will be assessed a processing fee of 3% of the purchase amount to be added to all credit card charges and authorized by the signature below. Absolutely NO REFUNDS will be issued for Eric MacCluen Golf LLC gift certificates.

Purchased by: _____ Applecross Member #: *(required)* _____ Non-Member: ☐

Contact information: Primary Phone# _____ Alternate Phone# _____

E-mail _____

Purchase Amount: $ _____ **Date of Request:** _____

The correct purchase amount (lesson rate) of the gift certificate is determined by the gift certificate bearer's membership status.

Cash Payment: ☐ **Check Payment:** *(enter check #)* _____ ***(Make checks payable to Eric MacCluen Golf, LLC)***

Credit Card payment: Print name as it appears on card: _____

VISA ☐ MC ☐ AMEX ☐ DISCOVER ☐ CC #: _____-_____-_____-_____

Expiration: _____ 3-Digit Code: _____ Billing Zip Code: _____

Card Holder Signature: _____

5) Submit request form: E-mail this form (PDF format only) to hollymaccluen@yahoo.com or fax to 484-364-4408.

Office hours are 9am – 5pm, Monday thru Friday. Once the gift certificate request is received, confirmation will be e-mailed within 24 hours. We cannot guarantee a temporary certificate or authorized gift certificates for the same day as requested. Forms received after 5pm Friday may not be processed until 9am Monday morning. Gift certificates needed for a holiday or special occasion should be submitted with a minimum of 3 business days' notice to allow adequate time for processing.

6) Send cash or check payments with the original completed form: Eric MacCluen Golf, LLC – 824 Tremont Drive, Downingtown, PA 19335

Payment must be received within 7 business days of the confirmation e-mail or the gift certificate will be voided. When your cash/ check payment is received, an authorized gift certificate will be mailed to the person/address provided below. At that time you will be sent an e-mail confirming the receipt of payment and mailing of the gift certificate. Forms submitted with credit card payment information will be sent as soon as the card is charged (mailing original form isn't required).

7) Gift certificate delivered to: Name _____
Address _____
Please e-mail me a temporary certificate. ☐

Complete the name and address to whom the gift certificate should be delivered via US mail. You may have the gift certificate sent to yourself or sent directly to the recipient. Processing and receipt of gift certificates may take a few days as we will not release the signature authorized gift certificate until cash/ check payment is received or credit card is charged. Therefore, if you should need a temporary gift certificate prior to receiving the authorized gift certificate by mail please check the above box. A provisional certificate will be e-mailed to you so that you may have something to hand the recipient. The provisional certificate will display the gift certificate number being issued. Again, it is not a valid certificate and the recipient will need to present the signature authorized certificate at the time of redemption.

***If any information provided above is unclear or incomplete you will be contacted for clarification and therefore it may cause a delay in processing. Thank you!**