



Singapore Book Council

Building Our Imagine-nation

SBC CAMPUS

Bringing Singapore Literature Closer to Schools

BOOKING FORM

Please fill out the following booking form and send it to programmes@bookcouncil.sg. Please allow us up to 3 working days to process your booking request.

PART A. Contact Information

| | | |
|----------------------------|-----------------------|-----------------------|
| Requesting Teacher: | Office Number: | Mobile Number: |
| Designation: | Email Address: | |
| Name of School: | | |
| Billing Address: | | |

PART B. Workshop Details

| | | |
|------------------------------|------------------------|--------------------------------|
| Requested Workshop/s: | | |
| Preferred Date/s: | Preferred Time: | Number of Participants: |



PART C. Remarks

Customisation Requests (if any):

PART D. PAYMENT DETAILS

A physical invoice or an electronic one via Vendors.gov.sg shall be issued to the school upon confirmation of the workshop/s. Payments can be made up to 30 days after the workshop has commenced.

Via cheque (in SGD)

Please write cheque out to the **Singapore Book Council Limited** and post to the following address:

*Singapore Book Council, 90 Goodman Road,
Blk E, #03-32, Goodman Arts Centre,
Singapore 439053*

ATTN: CAMPUS

Via bank transfer/Internet banking

Name of Organisation: **Singapore Book Council Limited**

Name of Bank: **DBS BANK LTD**

Bank Account Number: **054-906251-0**

Account: **CURRENT ACCOUNT**

ATTN: CAMPUS

Workshop Booking Terms and Conditions

1. Bookings are subject to availability and on a first-come-first served basis. This application is a request for a tentative booking and not a commitment to the workshop or trainer's availability.
2. Tentative bookings can be held for up to two weeks only and will be released if no confirmation is made by the requesting school. Any changes regarding workshop bookings must be made formally through email.
3. Singapore Book Council reserves the right to refuse any applications and to cancel nonconfirmed workshops at any time. Workshop bookings are only considered confirmed when the endorsed invoice is received.



Singapore Book Council

Building Our Imagine-nation

I confirm that the information provided above is correct. I confirm that I have read the Booking Terms and Conditions and agree to abide by them.

Would You Like To Hear From Us?

- Yes! I would like to receive updates via email from Singapore Book Council about its activities and programmes. Your information will be protected in accordance with the laws under the Personal Data Protection Act.

Name of Requestor

Signature

Date

FOR OFFICIAL USE ONLY

Invoice Number:

Invoice Date:

Invoice Amount:

This booking is: Approved Not Approved

If not approved, please indicate reason:

Name of Approver

Signature of Approver

Date of Approval