

HALF YEARLY	
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ANNUAL	
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Please tick one of the above

Clarkes of London

Vigo/New Ash Green Commuter Season Ticket Application

Please complete the details below in full. Failure to provide all the information may delay the processing of your application. The completed form should be returned marked for the attention of the Commuter Manager. The Season Ticket will be forwarded, by post, to your private address.

TITLE	FORENAMES	SURNAME
MR/MRS/MS/MISS **		
PRIVATE ADDRESS		
POST CODE :		
DAYTIME TEL NO :		

If a loan for the Season Ticket is advanced by an employer please complete the section below:

FOR PAYMENTS BY EMPLOYER:	
CONTACT :	TEL NO :
COMPANY / EMPLOYER :	
ADDRESS :	
POST CODE	

RECEIPT REQUIRED BY EMPLOYER :	YES / NO **
TICKET TO COMMENCE ON :	
SIGNATURE :	DATE :

APPLICATION AND COST

Season Ticket holders are required to complete a new application form for the renewal of their ticket and supply two passport size photographs per application. The Company reviews the cost of Commuter fares annually.

The current price of an **annual** Season Ticket is **£2103.00** from 1 December 2008.
The current price of a **half-yearly** Season Ticket is **£1124.00** from 1 December 2008

PLEASE SEE REVERSE OF FORM FOR OUR REFUND POLICY

PLEASE ENCLOSE : 1) Completed Application Form 2) Two recent passport photographs
3) Cheque made payable to E Clarke & Son (Coaches) Ltd

OFFICE USE ONLY :	
AMOUNT PAID :	DATE BANKED :
PAYEE :	
COPY OF CHEQUE TAKEN YES/NO **	
COMPLETED BY :	DATE :

** DELETE AS APPROPRIATE

Registered Office : E Clarke & Son (Coaches) Ltd, Kangley Bridge Road, Lower Sydenham, SE26 5AT
Tel: 020 8778 6697 Fax: 020 8778 0389

REFUND POLICY

The annual / half yearly season ticket prices are heavily discounted and, because of this, if you surrender your ticket early we will calculate any refund due by first assuming you had not purchased a season ticket for the period of travel then deducting the cost of the individual tickets you would have purchased at the prices prevailing at the time of travel, the remaining monies to be refunded, less our £15.00 administration charge.

If your employer paid us for your season ticket then any refund due will be made to your employer unless we receive written consent from them that we may refund you direct. (we recommend a 10 month repayment term is agreed with your employer).

Refunds against annual and half yearly season tickets will be calculated from the postmark on the envelope in which you return your ticket. Alternatively, you may hand your ticket to a ticket collector or driver ensuring you are issued with a receipt. **No refund will be considered and/or authorised without the ticket being received.**

Refunds for **monthly tickets, weekly books of 10 single tickets, day return tickets and single tickets** will not be considered.