

## Invoicing Policy

English Speaking Board (International) Ltd. (ESB) fees and charges are subject to change with a term's notice, and are available on the website [www.esbuk.org](http://www.esbuk.org). Invoices will be raised promptly and all fees are payable in full at the time of receipt of the invoice. Invoices will contain a breakdown of the charges calculated as per ESB's published fees and charges. All invoices will be retained for a period of seven years in accordance with HMRC guidelines, thus copies can be supplied if necessary. Completion of centre registration applications and the provision of candidates' names constitutes agreement to the prompt payment of all invoices in line with ESB's current published fees and charges.

Certificates will not be issued where the payment of any fee is outstanding in full or in part.

### **Payment details**

All payments are to be made to English Speaking Board (International) Ltd. Payments can be made using:

- BACS
- Cheque (un-cleared cheques will incur the un-cleared cheque fee per cheque)
- Postal Orders

Information to make payments by BACS or electronic or online:

Name:	Barclays
Bank Address:	164 Allerton Road Liverpool L18 2DH
Account Name:	English Speaking Board (International) Ltd.
Account Number:	53874257
Sort Code:	20-50-82
IBAN:	GB84 BARC 2050 8253 1987 23
SWIFTBIC:	BARCGB22

Quote as a reference with your payment:- Either:

- Booking Number
- ESB Invoice Number

Send Payment Advice Notes to [accounts@esbuk.org](mailto:accounts@esbuk.org)