

Invoicing Policy

English Speaking Board (International) Ltd. (ESB International) fees and charges are applicable for the academic year and are subject to change with three months' notice, these are available on the website www.esbuk.org. Invoices will be raised within five working days of the final assessment and all fees are payable in full at the time of receipt of the invoice. In some cases fees are agreed under exclusive contract with a Centre and thus are not publicized, and invoices are raised as contracted. Invoices will contain a breakdown of the charges calculated as per ESB International'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 International's current published fees and charges.

Certificates may not be issued where the customer has outstanding debts or a history of late payments.

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 International Invoice Number

Send Payment Advice Notes to accounts@esbuk.org

Revision No	Change to previous release	Reason for change
6	Added reference to Centres under exclusive contract	To cover these type of customers.