

## **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](http://www.esbuk.org).

Invoices related to a booking 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.

Centre Registration invoices are raised when a Centre is approved and are payable upon receipt. Any other invoices will be raised as required and are payable on receipt.

Invoices will contain a breakdown of the charges calculated as per ESB International's published fees and charges. In some cases, fees are agreed under an exclusive contract with a Centre and thus are not publicised, and invoices are raised as contracted. 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)

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](mailto:accounts@esbuk.org)

Revision No	Change to previous release	Reason for change
7	Added reference to CR invoices and other invoices raised Removed postal orders as a method of payment	To clarify policy for other invoices No longer used
8	Centre Registration replaces centre recognition	Updated terminology