

## Golf Instruction Gift Certificate Request Form

Eric MacCluen Golf LLC Gift Certificates are individually created and may be personalized for any occasion. Gift certificates can be purchased for any dollar amount and are issued for individual private lessons & packages with Eric MacCluen or for group programs with the Applecross Golf Academy. Please print clearly. If any information provided is unclear/ incomplete you will be contacted for clarification and this may cause a delay in processing the gift certificate.

**1) Complete the full name of the person receiving the gift certificate; include the occasion if you wish.**

Example: Suzie Golfer, Happy Birthday!

To: \_\_\_\_\_

The Gift Certificate recipient is an Applecross C.C.: **Adult (18 & older)** Member  Guest  **Junior (17 & under)** Member  Guest

**2) Complete the name of the person(s) gifting the certificate.**

From: \_\_\_\_\_

**3) Complete the type of instruction to be purchased; Private Instruction with Eric MacCluen or Applecross Golf Academy group program.**

Example A: 3 hours of Adult Private Instruction with Eric MacCluen

Example B: \$210 toward Applecross Golf Academy Jr. Clinics

Description: \_\_\_\_\_

**4) Complete payment information:** Cash or check payments preferred! Absolutely NO REFUND will be issued for the purchase of a gift certificate.

<b>Purchased By:</b> _____ Applecross Member #: _____ Non-Member: <input type="checkbox"/>	
<b>Contact Information:</b> Primary Phone: _____ Alternate Phone: _____	
Email: _____	
<b>Purchase Amount*:</b> \$ _____	<b>Date of Request:</b> _____
<b>Need by Date:</b> _____	
*The correct purchase amount (i.e. private lesson or program rate) is determined by the <u>recipient's membership status</u> .	
<b>Cash Payment:</b> <input type="checkbox"/>	<b>Check Payment:</b> (Enter check #) _____ (Make check payable to Eric MacCluen Golf, LLC)
<b>Credit Card Payment:</b> (Print name as it appears on card) _____	
VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/>	Card #: _____ - _____ - _____ Expiration: _____
Billing Street, State, Zip: _____ CVC: _____	
Card Holder Signature: _____	

**5) Submit gift certificate request form with payment:** EMG office hours are 9am–5pm, Monday thru Friday. Requests should be submitted with a minimum of 2-3 business days' notice to allow adequate time for processing. Requests submitted after 5pm may not be reviewed until the following business day. Therefore, we cannot guarantee the issuing of gift certificates, either temporary or official, the same day as requested.

**A) Submitting form with credit card payment:** Email form in PDF format only (no photos) to [hollymaccluen@yahoo.com](mailto:hollymaccluen@yahoo.com) or fax form to the private # 484-364-4408. Confirmation will be emailed within 24 hours of receipt. Your credit card will then be charged the purchase amount plus a 3.95% convenience fee. An official gift certificate will be created and mailed by the next business day to the person/address provided below.

**B) Submitting form with cash/check payment:** You have 3 options. When choosing option 1 or 2, you will receive a confirmation email once your form and cash/ check payment are received. An official gift certificate will be created and mailed by the next business day to the person/ address provided below. With option 3, after receipt of the form is confirmed, call Holly MacCluen 484-888-6610 to coordinate a date and time for pick-up.

**Option 1:** Mail completed form and payment to Eric MacCluen Golf, LLC – 824 Tremont Drive, Downingtown, PA 19335. (recommended)

**Option 2:** Drop off completed form and payment to the Applecross Pro-shop in an envelope marked, Gift Certificate Request, Attn: Eric MacCluen.

**Option 3:** Submit completed form via email or fax per 5.A. guidelines above and call to coordinate payment/ pick-up time from 824 Tremont Drive.

**6) Gift certificate delivery:** Enter the name & address to whom the gift certificate should be sent via US mail; have sent to yourself or directly to the recipient. Processing a gift certificate may take a few days as we will not mail an official gift certificate until payment is received. If you should need a temporary gift certificate issued prior to receiving the official gift certificate by mail, please check the box below. A temporary certificate will be emailed to you so that you may have something to present the recipient. The temporary certificate will display the number of the official gift certificate to be issued, however, it is not a valid gift certificate. The recipient will need to present the official signed gift certificate at the time of redemption.

**Address to:** \_\_\_\_\_

**Street, State, Zip:** \_\_\_\_\_

**Pick up gift certificate:** (Call to coordinate date and time.)

**Email temporary gift certificate:** (Late requests only.)