

Instruction Gift Certificate Request Form

Eric MacCluen Golf LLC Gift Certificates are individually created and may be personalized for all occasions. Gift certificates can be purchased for any dollar amount & are issued for group instruction & programs at Applecross Golf Academy or for private lessons & packages with Eric MacCluen only.

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

Example: Happy Birthday Eric MacCluen!

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

2) Complete the name of the individual(s) gifting the certificate.

From: _____

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

Example A: \$200 toward Applecross Golf Academy Jr. Clinics Example B: 2 hours of Adult Private Instruction with Eric MacCluen

Description: _____

4) Complete payment information: Cash or check payment only! Absolutely NO REFUNDS will be issued for Eric MacCluen Golf LLC gift certificates.

Purchased by: _____ Applecross Member #: _____ Non-Member: <input type="checkbox"/>	
Contact information: Primary Phone# _____	Alternate Phone# _____
E-mail _____	
Date of Request: _____	Please e-mail me a temporary certificate: <input type="checkbox"/>
Cash Payment: <input type="checkbox"/>	Check Payment: (enter check #) _____ (Make checks payable to Eric MacCluen Golf, LLC)
Purchase Amount: \$ _____	
The correct purchase amount (lesson rate) of the gift certificate is determined by the <u>recipient's membership status</u> .	

5) Submit request form: E-mail this form (PDF format only) to hollymaccluen@yahoo.com or fax to 484-364-4408.

Office hours are 9am – 5pm, Monday thru Friday. Gift certificate requests should be submitted with a minimum of 2 business days' notice to allow adequate time for processing. Once a gift certificate request is received, confirmation will be e-mailed within 24 hours. However, forms submitted after 5pm may not be received until 9am the next business day. Therefore, we cannot guarantee any certificate, temporary or authorized original, the same day as requested.

6) Deliver the original completed request form with payment: Payment must be received within 7 business days of the confirmation e-mail or the gift certificate request will be voided.

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

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

Option C: Submit the completed form per section 5 guidelines above and request to bring payment and pick up from 824 Tremont Drive. (fastest turnaround)

When choosing options A or B: Once your cash/ check payment is received, an authorized gift certificate will be mailed to the person/address provided below. At that time, you will be sent an e-mail confirming the receipt of payment and mailing of the gift certificate. With option C, request a negotiable date and time for pick up.

7) Gift certificate delivered to: Name _____

Address _____

Pick up: Date & Time: (minimum of 2 business days from submission date) _____

Complete the name and address to whom the gift certificate should be delivered via US mail; you may send it to yourself or send directly to the recipient. Processing and receipt of gift certificates may take a few days as we will not release the authorized original gift certificate until cash/ check payment is received. Therefore, if you should need a temporary gift certificate prior to receiving the authorized gift certificate by mail please check the box in section 4 above. A temporary certificate will be e-mailed to you so that you may have something to present the recipient. The temporary certificate will display the gift certificate number being issued. However, it is not a valid certificate and the recipient will need to present the signature authorized original certificate at the time of redemption.

***If any information provided above is unclear or incomplete you will be contacted for clarification and therefore it may cause a delay in processing. Thank you!**