

12/19/15 H

THEODORE ROOSEVELT
SANCTUARY & Audubon
CENTER

134 Cove Road
Oyster Bay, NY 11771
Phone: 516-922-3200 Fax: 516-922-6734

Program Confirmation and Invoice

Invoice #: 12435

Organization/School Name

Davison Avenue School
Pat Fisher
49 Davison Avenue
Lynbrook NY 11563
Phone 1: (516) 887-6463 Ext.
Phone 2: Ext.
Fax: Email:
PFISHER@malverne.k12.ny.us

Program Location

Davison Ave School
49 Davison Avenue
Lynbrook NY 11563-

| Program Title | Date | Total Participants: | Program Fee | Total Programs: | Total |
|-------------------------------------------------------------------------------------|-----------------|---------------------|-----------------------------------|---------------------------------------------------------------------------------------|-----------------|
| Who's Eating Whom? | 1/9/2015 | 135 | \$330 for 50+ participants | 1 | \$330.00 |
| 1st Program: 2nd Program: 3rd Program: 4th Program: Grade/Level: 11:30-12:30 3rd | | | | Travel Fee: \$30.00 Materials Fee: \$0.00 Total: \$360.00 | |
| Special Instructions: PFISHER@malverne.k12.ny.us | | | | Deposit: \$0.00 Final Payment: \$0.00 Amount Due: \$360.00 | |

Office Use Only:

Please read the following information carefully

- Invoice must be signed and returned with deposit at least two weeks prior to the program date.
- **\$50.00 DEPOSIT** due at least 2 weeks prior to your program. Balance due at time of program.
- PAYABLE BY CHECK, MONEY ORDER, or CREDIT CARD to Theodore Roosevelt Sanctuary & Audubon Center. CASH WILL NOT BE ACCEPTED.
- Please write your invoice number on your payment checks.
- Please read the reverse of invoice for important information regarding your program.

The following cancellation policy applies to all programs:

- To cancel or reschedule a program, you must speak directly with a TRS staff member and you will be charged an additional \$25.00 rescheduling fee.
- \$50.00 will be kept from your deposit for cancellations within 2 weeks of the program.
- Full charge for cancellations on day of program.
- In the event of extreme weather, programs may be rescheduled at no charge.

Office hours are Monday through Friday 9:00 AM - 4:00PM

I understand and agree with the terms outlined in this invoice and agree to pay the amount designated above in return for services scheduled by Theodore Roosevelt Sanctuary & Audubon Center.

Signed: _____

Date: _____