



## **EVENTBRITE GUIDE | PAYING BY INVOICE**

**IMPORTANT NOTICE:** If Eventbrite sends you an Invoice requesting for payment, please **ignore** this as we will **separately invoice you** using an SBC Invoice. Our invoices can be easily recognised, as the Slough Borough Council Logo will be placed on the top left corner.

**1.** Once you select *"register"* you will see a screen similar to below which will provide you with a breakdown of the costs. If you are happy to continue please select "Checkout".

Thu, 28 Nov 2019 09:00 - 15:30 GMT		
£130.00 +£5.60 Fee & Tax Sales end on 27 Nov 2019	1 ×	annik ita
Powered by eventbrite	Order Summary	0.061a
	Subtotal Fees	0.0613
	Total	£135.6 Prices include tax
	Cheekout	

2. Once you have selected "checkout", you can then complete your registration details.





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3. Where it says "Payment Method" scroll down to select "Pay by Invoice". The following message will appear: "An SBC invoice will be e-mailed to you 14 days after the training".

	W. Y	AND AND	
Change		Order Summary	X the
			£130.00
		Subtotal	£130.00
	1	Fees	£5.60
¥	1	Fotal	£135.60 Prices include taxes
	~		
Place Order			



**4.** Continue to complete the registration form. Once you have completed all the fields with an asterix symbol\*, the box which says "place order" will appear orange, which you can then select.

	Che	ekout left 5:20		- 0	-
Address 1		Address 2	^	A A A	
City*		County Post Code Choose C *		AND TO	The star
Country <sup>*</sup> United Kingdom	~			Order Summary	6130.00
Work phone					
Please State Your D	etary Requir	ements -		Subtotal	£130.00
Non-vegetarian				Fees	£5.80
and an and the second second					
Vegetarian				Total	£135.60 Prices include taxe
Vegetarian	me emails about	the best events happening nearby.		Total	£135.66 Prices include tase
Vegetarian  Eventbrite can send i  Laccept the terms of service an information with the event orga	me emails about d have read the priv riser.	the best events happening nearby. acy policy, I agree that Eventbrite may el	are my	Total	E135.6

**5.** Upon selecting "place order", the following page will appear confirming your order.







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**6.** You will then receive a confirmation e-mail from <u>orders@eventbrite.com</u>. If you don't receive this within 10/15 minutes of placing your order, please check your junk mail before contacting us (thelink@slough.gov.uk).