



Box Office Service

Organising a conference is hard enough without having to deal with the bookings. For you, it's time consuming, troublesome admin. For your delegates, it can be frustrating to book by post, or to get through to someone on the phone.

The Good Book Company Box Office Service is here to make your job easy – to take bookings off your hands and give you more time to focus on the event itself.

We put at your disposal a dedicated, automated website, and a team of customer-service professionals to answer queries and process bookings - leaving you free to concentrate on delivering a quality event.

We exist to support and promote Bible-centred ministry. So if you are running an event where God's Word is centre stage, let us help with your behind-the-scenes organisation.

This document sets out the details of the service we provide as well as the costs involved.

Features

- Customers can book tickets 24/7 via our website or via telephone or post during business hours using a variety of payment methods.
- Organisers are freed from the hassle of processing bookings and can focus on making the event a success.
- Access up-to-the-minute sales information through our website at any time.

Our Box Office Service includes:

A website for booking tickets

- A website will be provided that is not only able to take bookings, but which can also be customised with event details, publicity material and downloads of directions, timetables, etc.
- See www.thegoodbook.co.uk/bookings for example sites.

Telephone booking alternative

- Telephone and post bookings available 9am-5pm, Mon-Fri.

Printing, handling, posting of tickets

- Typically, customers will be sent three elements; one A4 sheet of information (usually directions or 'bring a bible & pen', etc), the physical tickets and a receipt.

Sales reports

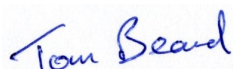
- A passworded web interface which provides real-time information on ticket sales and seminar choices, a financial breakdown and print-friendly output of any collected data.

Fees and Charges

There is an initial flat setup fee and an agreed fee per ticket sold charged to the organiser. A booking fee is charged to the customer per transaction. Full details are contained in the attached sheet.

As each event is likely to have its own unique requirements, if you have any specific questions or concerns, please get in touch with me to discuss them.

Kind regards,



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