

# The Writing Studio

## Writing Assessment Submission Form

Thank you for choosing The Writing Studio!

The information you send us below will be kept private and only used to contact you regarding the products and services offered by The Writing Studio. This information will not be passed or sold to any other company or organization. We believe your information is private and confidential.

Please print the form below, complete and mail, fax or email to:

The Writing Studio @ The Dragon Academy,  
35 Prince Arthur Ave., Toronto, ON M5R 1B2, Canada

Fax: (905) 881-9296

Email: [ereiss@writingstudio.com](mailto:ereiss@writingstudio.com)

### Contact information

First name \_\_\_\_\_

Last name \_\_\_\_\_

Grade/college/university \_\_\_\_\_ Profession \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Number/Street \_\_\_\_\_ Suite/Apartment \_\_\_\_\_

City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Essay type (*please circle*):

- Descriptive
- Narrative
- Comparison/Contrast
- Cause/Effect
- Personal Experience
- Persuasive

Essay title: \_\_\_\_\_

What I want readers to think about, learn and/or feel after reading my essay: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length in words: \_\_\_\_\_

Assessment report to be sent by (*please check one*):

? email

? mail

? fax

## **Payment Information**

Cost of Writing Assessment is \$200 inclusive of tax and any postage required. Price quoted in Canadian dollars.

Paid by:      cheque?      money order?

I agree to the Terms and Conditions of The Writing Studio \_\_\_\_\_  
(Signature)

- Make cheque or money order payable to The Writing Studio.

For further information please see Contact Us page.

## **Privacy and Security Statement**

The Writing Studio respects the privacy and security of all customers and Website visitors. We will use any information collected on the Website solely for the purposes of providing educational services to the client in question .

## **Terms and Conditions**

Full payment by cheque or money order, is due at the time of submission. Post-dated cheques will not be accepted. GST is included in the fee quoted above. You will receive notification confirming your submission. Submissions are processed within three business days once payment is received and the assessment report sent according to preference chosen above. NSF cheques will be charged \$25 processing fee and overdue accounts will be billed at a rate of 2% per month.

## **Refund Policy**

Refunds will be given if written cancellation is mailed in and received in our office within 48 hours after payment is received. After this time no refunds will be accepted. A \$25 cancellation fee will be charged.