## **Email Transfer Instructions for Marley's Dance Effex**

• Please send your email transfer to the correct email address:

## office.mdeffex@gmail.com

- Please include in the memo what your payment is for
- ie ."costume payment for [dancer name]"
- ie. "duo fees for [dancer name]"
- Please do not combine payments. We require separate payments for separate order forms. This means if the items are on the same order form (ie. costumes/tights/hairpieces) payments can be combined, as they have already been totalled on one form. If items are on separate order forms (ie. clothing order and solo/duo fees) they must be paid separately.
- Please send the e-transfer by the deadline outlined on the form/calendar. The post-dated deadline applies to cheques only. Late payments will be subject to a late fee.

You shouldn't need a password for any e-transfer sent to Marley's Dance Effex. Funds will be auto deposited into our account.

Thank you for your co-operation on this matter.

Please contact us if you have any questions or concerns about email transfer payments.