



AUTHOR + TEACHER + SPEAKER EXTRAORDINAIRE

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## Skype Visit Booking Form

(Please complete and return via email. This form is also available at [mandydavis.com/visitdocs](http://mandydavis.com/visitdocs).)

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

School Address: \_\_\_\_\_

Email: \_\_\_\_\_

Skype Name/Email: \_\_\_\_\_

School Phone: \_\_\_\_\_ \*\*Cell Phone: \_\_\_\_\_

(\*\*I will use your cell phone ONLY for emergencies on the day of my visit if I can't reach you in some other way.)

Number of Skype sessions you'd like: \_\_\_\_\_

Approximate number of students/grade level (grades 3-6 only) in each session:

\_\_\_\_\_

When would you like the visit(s) to occur? List preferred dates and times.

\_\_\_\_\_

**Fees for Skype visits are \$50/session.** Payment is due on the last day of the month following our visit. (If you choose to send a check prior to our visit, I won't deposit it until the visit has occurred.) **When should I expect to receive your payment?**

\_\_\_\_\_

Does your school/district need a W-9 tax form? \_\_\_\_\_ If so, where should

I send it? \_\_\_\_\_

(All tax forms will be sent via USPS, not electronically.)

Are you interested in purchasing signed bookmarks? \_\_\_\_\_ How many? \_\_\_\_\_

Bookmarks are hand-signed and cost \$0.25 each (which includes shipping). Minimum order of 50. If you order student bookmarks, teacher bookmarks will be included at no extra charge. Bookmarks must be ordered at least one month in advance if you'd like to receive them by the day of our Skype visit.

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