

Gift Certificate

Registration Form

OFFICE USE ONLY

DATE:

ENTERED BY:

Staple gift certificate
stub here

Gift Certificate Recipient Information

First Name: _____ M.I. _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Amount of Gift Certificate: \$ _____ Gift Certificate #: _____

After the registration is processed, a gift certificate will be (choose one):

- Mailed to gift recipient Mailed to payor/gift giver
 Picked up at the Spruill Education Center

Payor/Gift Giver Information

First Name: _____ M.I. _____ Last Name: _____

Street Address: _____

If you are paying by credit card, the address & zip code MUST MATCH EXACTLY the billing address for the card.

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Once complete, submit this form to The Spruill Center Registration Office

MAIL

Spruill Center for the Arts
5339 Chamblee
Dunwoody Road
Atlanta, GA 30338

FAX OR EMAIL

A SIGNED registration form to 770.394.6179 or registration@spruillarts.org;
payment by CREDIT CARD ONLY. Forms will be processed next business
day (Monday – Friday, 9am – 5pm). Forms submitted during holiday
closure will be processed once we reopen after the holiday. Please check our
main line at 770.394.3447 Ext.0 for updates on holiday hours.

DROP OFF

Room 19 at the Education Center.
Outside office hours, utilize the red
& green padlocked drop box
outside room 19.

Payment Information, I am paying by:

- Check # _____, \$30 fee for returned checks. **DO NOT STAPLE CHECKS** Cash, **DO NOT MAIL CASH**

Credit Card: VISA Mastercard Discover We DO NOT accept American Express

IF USING A CREDIT CARD, COMPLETE CARD INFORMATION SECTION BELOW:

Name on card _____ SIGN HERE: _____

A signature is required for all credit card transactions. Unsigned forms will not be processed.

*The CVV# is the 3-digit code on the back of your credit card used to verify the card holder.

Card Number Exp Date / *CVV#

* The credit card number will be separated from this form and destroyed once your registration is paid in full and complete.