

Please complete in black or blue biro and please use **BLOCK CAPITALS** for amendments to your personal details. Remove form along perforations and return in the reply paid envelope. Please also fill in your name and address on the confirmation card supplied, this will be date stamped and posted back to you as confirmation of receipt of your form.

Section A – Your Details - Please check and amend as necessary to keep your record fully up to date. All sections must be completed. All new applicants for an, Under 11, Under 16, Under 20 or concession ticket will need to provide a copy of a birth certificate, passport or driving licence to verify their age. Supporters applying for a disabled concession will need to provide current proof of higher or medium level DLA.

Section B – Your Seat - Your current seating position is shown. If you are simply renewing your current seat please tick the appropriate box. If you wish to renew for next season but would like to apply to move please tick the appropriate box and indicate where you would like to move to. All moves are subject to availability. **(If you are applying to move with another person(s), we must have all the applications together)**. Moves will not take place until after the seat release date, unless the requested seat(s) are currently unoccupied. We will initially renew your current seat to ensure your seat for next season, and move where possible after the deadline. Please note that if you request a move to a higher priced area, a further payment will be taken if you are moved.

Section C – Payment - Please complete the payment block for your Season Ticket and other items included in the list. Do not send cash through the post.

If you wish to use our interest free payment Direct Debit scheme please complete the enclosed Direct Debit Mandate form. Please see the Methods of Payment on the back page of the renewal form for the Terms and Conditions for using the scheme including payment dates.

If you are paying by credit/debit card please include full details including expiry date. For Switch/Maestro cards also include issue number and valid from date if applicable. Please note we do not accept American Express cards. Supporters should note that we will take payment when your application is processed. Please note a 1.7% administration fee will be added to all credit/debit/Switch/Maestro card payments.

Section D – Cup Pre-payment Scheme - Only applicable with a Season Ticket application – To ensure you have your seat for every home cup match we provide this method to pay for your cup tickets. You can pay by credit, debit or Switch/Maestro cards. We are unable to accept American Express cards. We will take payment prior to each home cup match, or other matches selected for pre-payment and enable your Season Ticket card to allow access through the turnstiles to your seat. Please ensure you notify the Ticket Office of any changes to your card account details. Failure to do so may result in you not being able to enter the stadium. Please note that in the event of the away club requiring 15% of the stadium, certain areas will not be available for home supporters. This will affect Season Ticket holders in blocks A, B, C and E of the Cobbold Stand. In this instance Season Ticket holders in those areas who use pre-payment will have to purchase in the normal manner, no ticket will be issued or card enabled. Tickets purchased using the pre-payment scheme are non refundable.

Section E – Away Match Passport - If you would like to go to all the Club's away matches please complete this block. We will take a payment prior to every match and post your ticket to you. If you wish to use the Club's coach travel please tick the box in this section and we will provide a coach ticket as well. Payment for coach travel will be taken with your away ticket. Please note we will always attempt to provide the best seats available and seek guidance from both the Away Club and supporters on this. Further details can be found in the Season Ticket brochure.

General Notes

1. Please ensure your application reaches us before the 13th April 2008 to benefit from the best prices.
2. The supplied confirmation card will be returned to you on receipt of your application form. Please note that Season Tickets and membership packs will be mailed to supporters at a later date. Information about mailing dates will be available on the Club website.
3. We will be regularly updating the Club's website www.itfc.co.uk with frequently asked questions and other information. Please visit the website to view this information.
4. Seats may be released and resold after 18th May 2008.
5. Season Tickets are issued subject to Ground Regulations and Conditions of Issue for Season Tickets, which can be inspected at the main Ticket Office or on the Club website. Entry into Portman Road constitutes acceptance of these regulations, which includes a warning that "persistent standing in seated areas whilst play is in progress is strictly forbidden and may result in ejection from the ground".
6. Please remember that it is your responsibility to ensure you have funds in your account to honour the commitment you have made. In the event of any cheques or Direct Debits not being honoured upon presentation by the Club, an administration fee of £20 per transaction will be incurred. Season Tickets will not be activated until payment has been received in full settlement.

E AWAY MATCH PASSPORT AND COACH TRAVEL - Please read accompanying note

Please provide details of the Credit/Debit/Switch/Maestro Card you wish to use for these payments (We are unable to accept American Express cards)

Credit/Debit/Switch/Maestro Card Number	Expiry Date	Issue No. (Switch/Maestro)	Issue/Valid From Date (Switch/Maestro)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I also require Away Match Coach Travel from Portman Road for every match

Signature

Date

Supporters you wish to be seated with for away matches:

Name	Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

The Club will use the above data for its administration purposes. It may also be used for marketing the Club's services, either by them or by a carefully selected partner. If you do not wish the data to be used in this way please tick the box.

HOW TO RENEW YOUR SEASON TICKET

By post - Complete the form and use the freepost envelope to return to the Ticket Office. **Remember to include your mandate if you wish to use the Direct Debit Scheme.**

By telephone - We will accept renewals over the telephone if you are paying by credit, debit or Switch/Maestro card. We suggest you complete the form first, then telephone the Ticket Office on 0870 111 0 555. One of our operators will take all your details and take credit/debit/Switch/Maestro card payment while you are on the line. This method of payment is subject to an administration charge of 1.7%.

In person - You can call into the Ticket Office on Constantine Road and one of our operators will process your renewal. You may use cash, cheque, credit/debit/Switch/Maestro card when applying in person. You can also redeem points from your TeamCard against a Season Ticket or membership purchase.

METHODS OF PAYMENT

Direct Debit Scheme - Terms and Conditions

1. Payments for Season Tickets purchased using this scheme will be taken on 7th May 2008, 2nd June 2008, 1st July 2008, 1st August 2008 or dates immediately thereafter. The Club will notify you in writing to confirm the payment schedule.
2. To use this scheme you must be 18 years or older and hold a bank or building society current account which can support a Direct Debit. Parents or guardians may make an application and enter into an agreement for a season ticket to be used by a person aged under 18.
3. If the Season Ticket holder fails to make any of the scheduled payments, an administration charge of £20 will be levied. The Club reserves the right to withdraw the season ticket holder from the Direct Debit scheme for failure to pay, and to cancel a season ticket application if we are unable to take any due payments.
4. All Direct Debit applications must be received by the Club no later than April 13th 2008.

Cheque - made payable to **Ipswich Town Football Club**. Please put your name, address, customer number and telephone number on the reverse of the cheque. In the event of any cheques not being honoured upon presentation by the Club, an administration fee of £20 per cheque will be incurred.

Cash - If paying in person we accept cash. Please do not send cash through the post.

TeamCard Points - If paying in person you can redeem TeamCard points. Please ensure you bring your TeamCard with you.

Credit/Debit card - Please ensure you enclose full details of your card account. Please note we do not accept American Express cards. This method of payment is subject to an administration charge of 1.7%.