

Letterpress Workshops at Albertine Press

Information and Registration

Class size is limited and classes are filled on a first-come, first-serve basis. You may register via fax, phone or email, but registration is not complete until we have a signed registration form and payment for the class. Accepted forms of payment are check or credit card. If the class is full, we will notify you of your place on the waiting list and you will not be charged at that time. The week of your workshop, we will send you an email reminder and confirm any required materials or supplies needed for the class.

Cancellation Policy

There is a \$25 fee per cancellation, up to 72 hours prior to the class. The remainder will be refunded as a credit only, which may be used for future workshops. No refunds will be issued for cancellations within 72 hours of the workshop. In the event that we must cancel a workshop, a full refund will be issued to all participants.

Wait List Policy

If a workshop is full, you can still register for that workshop and you will be placed on a waiting list. No charge will be made to your credit card at that time. If a space becomes available, we will contact you in the order in which you appear on the wait list and check to see if you are still interested in registering for the workshop. If the workshop is less than 72 hours away and we are not able to contact you, we will contact the next person on the list.

Questions

Please feel free to contact us with questions regarding any of the above by emailing us at albertinepress@gmail.com or by calling 617-666-7395.

Materials & Tools

Tuition for classes includes fees for most materials used in class. Participants may need to supply their own basic hand tools (like awls and bone folders) for bookbinding classes. The cost of supplies such as ink and paper is included in the cost of the workshop.

Workshop & date: _____

Name: _____

Email: _____ Phone: _____

Payment type (circle one): check visa / mc amex

Card #: _____ Exp. Date: _____

I understand and agree to the conditions above.

Signed: _____ Date: _____