Ticket buying guide

1. Access the sales site at the following link <u>https://www.liverpoolft.nhs.uk/contact-us/procurement/e-payments</u>



2. Scroll down to the link "To make a secure payment, please visit Paycapita."



3. Once on the payment site click "Other payments" then "Other"

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Service You may make a variety of payments using major credit or debit cards. Please select a s from the following list:	this secure site with most ervice you wish to pay for	Medical records access/search fees			
Invoices		Charitable Donations			
Other Payments		Course Fees			
Navigation Please do not use the navigation buttons in your browser for navigation, but use the Continue and Back buttons on these pages. Cards Accepted This payment service accepts the following major credit and debit cards		Other			
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and is available for use at any time of the da	a.com	Accomn	nodation		
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4. Complete your details including **hospital site**, **type and number of tickets inc. names of additional tickets.** Payment should be for **"NWA BALL"** Proceed to payment.

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5. Finally, please **email your receipt to** <u>nwanaestheticball@gmail.com</u> to confirm your place *important*

A note on refunds. As this is a generic sales link the finance team have advised that refunds will not be able to be processed by them so tickets should either be **sold on** to another guest or acquired through your bank/credit card.