Training course booking form

Course Title:

Course Date:

Venue:

Course Fee:

Purchase Order Ref:

Course Attendee

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Last Name |  |
| Job Title |  |
| Organisation |  |
| Full Address |  |
| Postal Code |  |
| Telephone No |  |
| Mobile No |  |
| Fax No |  |
| Email Address |  |
| Local Authority |  |
| Headteacher Name |  |
| School Business Manager Name |  |
| Accounts Contact |  |
| Emergency Contact Name & Relationship |  |
| Emergency Contact Number |  |
| How did you hear about this training course? |  |

**Payment Method** – Invoice Only

* All bookings will be invoiced prior to the event
* Payment to be made on receipt of invoice
* Invoices to be paid in full prior to course date

Invoice Details

🞏 Use details as above or

|  |  |
| --- | --- |
| F.A.O. |  |
| Organisation |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Town |  |
| Post Code |  |
| Telephone No |  |

Terms and Conditions

All prices exclude VAT and include course materials and refreshments.

We reserve the right to cancel a course due to insufficient numbers up to   
10 working days to the course start date.

Cancellation Policy

Please note if you wish to cancel your booking, the following charges will apply:

* 22 - 28 working days’ notice (3 – 4 weeks) - 50% charge
* 15 – 21 working days’ notice (2 – 3 weeks) - 75% charge
* 0 - 14 working days’ notice (up to 2 weeks) - Full charge

All cancellations must be confirmed in writing either by letter, fax: 01908 410063   
or email [training@schoolbusinessservices.co.uk](mailto:training@schoolbusinessservices.co.uk)

🞏 I have read and understood the Terms and Conditions details above

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_