



**TRAINING LIMITED**

# Course Booking Form Request

**Please complete and return this form to request a course booking and to acknowledge our terms of business.**

NAME	COURSE	DATE(S)	PLACES REQUESTED

**EMAIL**

**DETAILS FOR INVOICE IF YOU'RE REQUESTING A BOOKING FOR A COMPANY.**

Individual and block booking course prices are published on the web site. Dates for open courses are published up to 3 months in advance for requests after those dates please call the office 01270 568350.

On-Site courses can be run as and when convenient to both parties please call mobile 07803 582590 to discuss your requirements.

Cancellation Policy, Administration charge:

- Cancellation of booking less than 14 days prior to course 50%.
- Cancellation of booking less than 7 days prior to course 100%.

Terms: Payment should be made within 15 days of the invoice date, Late payments will incur an administration charge of £10.00 per calendar month or part thereof.

**NAME**

**SIGNATURE**

--	--

***FOLLOWING RETURN OF THIS FORM I WILL EMAIL CONFIRMATION OF YOUR BOOKING WITH VENUE DETAILS AND COURSE TIMINGS ETC. THANK YOU FOR YOUR BOOKING.***