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Course Booking Form

Please Complete and fax back to 01270 874138

Company Name _____
 Invoice Address _____

 Post Code _____

Order Number _____

Course Title	Date	Delegate Names	Price Details

* Disabilities: Please indicate in the space below, if any of the delegates have disabilities so that we may select a training room suitable to their needs.

Signed _____ Date _____

Payment: Payment will be required **before** course commencement unless a credit arrangement has been agreed.
Cancellation: Courses may be cancelled or re-scheduled up to 15 working days before course commencement at no cost. Courses cancelled less than 15 working days prior to the course commencement will be subject to cancellation fees as follows:
 Cancellation 15-11 working days before course commencement date - 25% of the course price will be charged.
 Cancellation 10-6 working days before course commencement date - 50% of the course price will be charged.
 Cancellation 5 working days or less before course commencement date - the full price of the course will be charged.