

Course Booking Form



Confidence in Training

Company Name	<input type="text"/>	PO No.	<input type="text"/>
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Contact Details	<input type="text"/>
Name:	<input type="text"/>
Telephone No:	<input type="text"/>
E-Mail Address:	<input type="text"/>

Billing Address
<input type="text"/>

Course Title	<input type="text"/>
Course Date	<input type="text"/>
Cost Per Attendee	<input type="text"/>

	Attendee Name	E-Mail Address	Contact Number
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes \ Comments \Special Dietary Requirements
<input type="text"/>

Terms & Conditions

Payment

Invoices will be issued in advance of the training course. Full payment is to be received no later than 14 days prior to the date of the training course.

Cancellation

Cancellation of confirmed training dates must be received in writing or email and depending on the period of notice given, the cancellation fee will be calculated as follows:-

- Up to 20 working days - £75
- Less than 15 working days - £100
- Less than 10 working days - Full Course fee

Postponements must be received in writing or email. Dunston IT may make a discretionary charge of up to £75 for each training day postponed where less than 15 days' notice is given.

Dunston IT reserves the right to cancel or reschedule courses at anytime. In the event, any pre-paid course fees will be refunded in full or an alternative booking offered.

Signed	Print Name.....	Date
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