



TEL: 0845 680 0495
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EMAIL: info@bosstraining.co.uk

BOOKING FORM

Contact Details (Please use BLOCK CAPITALS)

Contact Name: _____
Job Title: _____
Company: _____
Address: _____

Phone No: _____
Fax No: _____
Purchase Order No: _____

Course Details

Course Title	Date	Venue	No. Delegates	Course Fee	Total Fee
				VAT @ 17.5%	
				Total Cost	

Delegate Names (Optional)

Payment Details (please tick)

Visa/MasterCard/DebitCard:

Card No: _____
Valid from: ___/___/___ Exp date: ___/___/___ Security code: ___

Cheque enclosed (payable to **Boss Training Limited**)

Please invoice (subject to credit facilities). If choosing this option, a credit account must be set up (credit application forms are available on request). Invoices must be paid within 30 days of the invoice date. **Certificates will only be issued when payment is received in full.**

Booking Conditions

Bookings will be accepted when written confirmation with full payment (where applicable) is received. Please fax form back to **0845 680 0496**

Notice of Cancellation (Substitute delegates are welcome at no extra cost)

Up to 5 working days No charge
5 days or less 50% fee payable
2 days or less 100% fee payable

I agree and accept the Terms and Conditions set out above

Signature _____ Date _____