



TEL: 0845 680 0495
 FAX: 0845 680 0496
 EMAIL: info@bosstraining.co.uk

BOOKING FORM

Contact Details (Please use BLOCK CAPITALS)

Contact Name:	
Job Title:	
Company:	
Address:	
Phone No:	
Fax No:	
Email address:	
Purchase Order No:	

Course Details

Course Title	Date	Venue	No. Delegates	Price/delegate	Total Fee
VAT					
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 _____