



Booking Form

Please fax back to 01279 877903 or scan and email to sally@academyoflearning.co.uk

ORGANISATION NAME	
NAME OF CONTACT	
POSITION	
TELEPHONE NO.	
FAX NUMBER:	
EMAIL ADDRESS	

COURSE TITLE	
PROPOSED DATES	
NUMBER OF DELEGATES	
COURSE DELIVERY ADDRESS	
COURSE FEE	
INVOICE ADDRESS (including postcode)	
YOUR PURCHASE ORDER NO.	

IF YOU ARE RESPONDING TO A MARKETING CAMPAIGN PLEASE ENTER THE REFERENCE NUMBER OF THE CAMPAIGN HERE

Receipt of this completed booking form confirms the course booking. Any cancellations after this form has been completed will be subject to an administration fee. Any cancellations less than 5 working days prior to the course date will be charged at full price. A full invoice will be forwarded to you on receipt of this completed booking form. Full settlement of the invoice is required at least 7 working days before the training is due to take place.

I agree to the booking terms above, signed _____

Print Name _____ Dated _____