

faxback booking form

Before booking you are strongly advised to read the booking terms and conditions below which are also available at our website www.cosensa.co.uk

cosensa™

Learning and Development

office use

Registration number:

your details

Organisation name:	Invoice address (if different from opposite)
Name of person making booking:
Address:
Town: City:
Postcode: Contact Telephone Number:	Email:

course details

Course Name: Course Date:

Please list all Delegate Names:

.....

Cost per Delegate:

Total Cost: £ : **+Vat** A 10% Discount is applicable for bookings of 2 or more delegates

Special Dietary Requirements

Please indicate here if you have any special dietary requirements

Vegetarian Vegan Allergies Other Please explain

Purchase order no. (if applicable)

Signature Position Date

Registered Charity Number (if applicable):

Payment Terms: Payment should be made by BACS or cheque prior to attending your course. An invoice will be issued 14 days prior to the course date complete with payment instructions. Payments can be made by Credit Card however this does incur a 5% surcharge.

Cancellations must be made more than 14 days prior to the course date. In the event of cancellations made after the 14 day period and up to 7 days before the course date, a cancellation charge of 40% of the full course fee will be payable. Cancellations made between 2-7 days of the course date will incur a 75% charge. Cancellations made within a 48 hour period of the course start time will incur the full course charge.

Cosensa reserve the right to postpone or cancel training course dates at any time.

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Faxback: 028 9066 5535