

# TRAINING BOOKING FORM

<b>Name of person placing the booking</b>	
<b>Company name &amp; address</b>	
<b>Contact details</b>	<b>Tel:</b> <b>Email:</b> <b>Fax:</b>

<b>Course Title</b>	
<b>Date</b>	
<b>Location</b>	
<b>Total number of candidates being booked onto course</b>	

<b>Delegate/s name/s</b>	<b>Contact Telephone</b>	<b>Email</b>

<b>Please indicate if any delegates have any special dietary requirements</b>

<b>Invoice address</b>	
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Registration can only be confirmed once payment has been guaranteed by company purchase order or paid by cheque in advance.

Edgewords' cancellation policy:

The client will be given a full refund for any cancellation received more than one week before the course starts. Payment in full must be made for cancellations received later than this. Substitutions are allowed at any time.

Edgewords reserves the right to cancel scheduled courses due to unforeseen circumstances, giving at least one week's notice to attendees where possible.

**I would like you to provide the training requirements as detailed above.**

**Signed** \_\_\_\_\_

**Please print name** \_\_\_\_\_

**Date** \_\_\_\_\_