

# Booking Form

Course Title: Phase 2 – Road Safety Officers' Training

Date of course:

## Delegate Information

Name .....

Company .....

Contact address .....

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Telephone No .....

Fax No .....

Email .....

(Delete Non-Applicable)

**Course Fee: £1,310 (Residential)**

**Course Fee: £1,175 (Non-Residential)**

Invoice address (if different)

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Purchase Order No

Do you have any dietary or disability requirements?

Yes  No

If yes please specify

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## Payment details

Invoices will be issued approximately 4 weeks prior to the date of the course or on receipt of booking form depending on which is nearest to the start date of the course. Invoices should be paid within 30 days or prior to the date of the course whichever is sooner. If invoices are not paid prior to the date of the course delegates may not be able to attend.

## Cancellation fees

**Residential Courses:** Cancellation fees are charged at 28 -14 days notice 50%, less than 14 days notice 100%

**Non-Residential Course:** Cancellation fees are charged at 28 -14 days notice 10%, 13 - 7 days notice 50%, less than 7 days notice 100%.

## Course Fee

Course fees include all course notes, lunch and refreshments unless otherwise stated. The residential fee also includes 4 nights accommodation and evening meals. Fees are excluding VAT (VAT will be added at the current UK rate).

For more information or if you require assistance with this booking please contact us on:



+44 (0)24 7669 0900



+44 (0)24 7669 0274



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