



# Bespoke Course Booking Form

Please complete using block capitals

Course Title:	Course Date:
	Course Cost:
Booked by:	No. of candidates:

Candidate Name	DOB	Candidate Name	DOB

Company Name:	Venue Address (if different):
Address:	
Postcode:	
Tel:	
E-mail:	

**Please note we need a cheque or purchase order number to guarantee your course booking.  
Please use one of the options below.**

Payment by cheque:	I enclose a cheque for £..... as payment for ..... Delegates Cheques should be made payable to <b>Inverness College</b>	
Payment by invoice:	Invoice Required: YES/NO	Purchase order number:
Payment by Credit Card:	If you would prefer to pay by credit card, please contact the course administrator on 01463 273652 / 273655.	

**Cancellation Policy**

- Cancellations may be given over the phone but must be confirmed in writing.
- There is no charge for cancellations received more than 10 working days before the start of the course.
- For cancellations received less than 10 working days before the start of the course or once the course has started, there is no fee refund. Substitutions can be made at any time before the start of the course.
- Should delegates have to be registered with an awarding body in advance of the course, then in the event of a delegate cancelling, irrespective of the amount of notice given, the registration fees are non-refundable.
- Inverness College reserves the right to cancel any course at any time, in which case alternative dates will be offered or a full refund given.

I accept the booking conditions as above	Signed:		Date:	
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Where did you hear about us? Word of mouth On Our Website Previous Client Other-.....