**Invoicing details -** You must complete this section.

Invoices will be sent 30 days **prior** to the training date and payment is **due immediately upon receipt of the invoice**

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| --- | --- |
| **Contact name:** |  |
| **Company name:** |  |
| **Address:** |  |
| **Telephone number** |  |
| **Finance Email address:** |  |
| **Purchase order number:** | Purchase order number |

**Participant details -** Please enter each booking in a separate line. You may add as many different bookings as you require, inserting more rows if needed

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Forename**  ***(first name)*** | **Surname**  ***(second name)*** | **Role** | **Name of organisation, workplace, department,**  **or ward** | **Additional**  **learning needs?**  ***(e.g. dyslexia, hearing/visual impairment)*** | **Email address**  ***for course materials & info*** | **Telephone** | **Course Name** | **Cost (£)** | **Course date** |
|  |  |  |  |  |  |  |  |  |  |
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***Cancellation: 0 – 7 days prior to the training 100% fee, 8 -14 days prior to the training 50 % 15 days and over free cancellation. If you move your place to a new course, the cancelation fee will not apply.***

How did you hear about us? Website,  Social media, Search Engine, Reconstruct website, Google Ads, Facebook Ads, Youtube Ads, Other paid social media advertising, Facebook post/group, Twitter post, Instagram post/story, Other social media, Email, Word of mouth, Events, Other