

**Doncaster CSEPCIC
TRAINING COURSE BOOKING FORM**

Course Title: Effective Tendering

Course Date: Thursday 21st February 2008

Course Venue: Lakeside Community Church, Doncaster, DN4 5JN

Closing date for bookings: Friday 11th January 2008

Organisation name:

Attendee name 1

Attendee name 2

Address:

Email address:

Phone number:

Job Title:

Do you have any special needs requirements e.g. access requirements or learning needs?

Please let us know if you have any dietary requirements where applicable:

PAYMENT – indicate option

I am enclosing a cheque with this booking form for £_____, payable to Doncaster CSEP CIC (£50 per place)

I require an invoice, which I understand must be paid within 21 days of receipt

Please note fees for non attendance or cancellation cannot be refunded due to costs incurred to stage this training. However Doncaster CSEP CIC will endeavour to fill the place if notice is given before 7th February 2008

I have read and agree to the booking and payment terms and conditions and I am aware that payment is non refundable due to arrangement fees.

Signed

Print name

Date

For OFFICE USE only

Confirmation letter sent

Reserve list

Cancelled

CHQ received

Invoice sent

Payment received

Information that you provide on this form will be held by Doncaster CSEP CIC. It will be used by us to send out details of your course and for monitoring purposes for funders.

How to book.....

Post to: Linda Haynes, Project Leader, Doncaster CSEP CIC
23 South Parade, Doncaster, DN1 2DJ.

Email: linda@doncastercsep.org.uk

Telephone: 01302 364414