

## TRAINING COURSE BOOKING FORM

**Course Title:** \_\_\_\_\_

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

**Location:** **Public course at P&L training premises**

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### Invoicing details

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invoicing contact: \_\_\_\_\_

Phone and fax: \_\_\_\_\_

Purchase Order number \_\_\_\_\_

### Delegates:

List names and contact phone numbers and / or email addresses of people attending.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Cost per delegate:** \_\_\_\_\_ ex VAT      Contact P&L for current course costs

**Please complete this form and return to us as soon as possible. An invoice will be sent to the invoicing contact given above. Full payment is required before the start of the course. Cheques should be made out to 'P & L'. Contact us if you need BACS bank details or would like to pay by credit card.**

Once we receive your booking form we will send Joining Instructions to the delegates confirming course location, start times etc.

Contact the Training Manager on 01494 814109 if you have any questions about courses or payment.