



## BOOKING FORM

Name of course booking:
Date(s) of course:
Name of delegate:
Email:
Contact Telephone number:
Job title:
School name:
School Address:
Postcode:
Please state any special requirements e.g. accessibility of venue

**Further details and directions to the venue will be provided with a confirmation email. The fee includes any course materials and light refreshments.**

Purchase Order Number:	
Invoice Contact Name:	
Email:	

## Financial Terms and Conditions:

Course fees are payable in advance. On receipt of your booking Charter TSA will invoice you for the full amount. Invoices must be paid in full within 30 days from the date of the invoice. The delegate fee includes course materials if applicable and light refreshments. We aim to provide your booking however if we cancel your booking due to a low number of subscribers we will reimburse the full cost back to you. If you must cancel please contact us as soon as possible. Once your booking has been cancelled you will receive a cancellation invoice.

Cancellation fees are as follows:

Days to start date:	0-7 days	8-14 days	15-21 days	22 days or more
Charges:	100%	75%	25%	0

No charge will be made for a substitution of delegates.

Authorised by:	Signature:	Date:
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Please return your completed booking form(s) to the address below:

Contact:  
Charter Teaching School Alliance  
Queen Elizabeth's Grammar School  
West Street  
Horncastle  
LN9 5AD

Telephone: 01507 522 465

Email: [info@chartertsa.uk](mailto:info@chartertsa.uk)

