



Training Booking Form – External delegates

Venue:		Course Date:	
Course Title:			
Delegate Name & Title:	Ms/Miss/Mrs/Mr	Delegate Job Title:	
Delegate Work address:		Delegate contact numbers: (Work and mobile)	Work
			Mobile
			Home
		Delegate Email address	
<p>Please note payment will be required prior to the course taking place.</p> <p>Please confirm the postal and email address for the invoice</p>			
<p>There is a cancellation charge of the full course fee if the delegate does not turn up to the course or if the place is cancelled within 2 weeks of the course taking place.</p>			
<p>Why do you want to go on this course?</p>			
Delegate signature:			
Manager's signature:			
Date form sent:		Disabled Access Required?	Yes / No
Special Requirements?			
<p>Please return the completed booking form to Jo Heywood email: joheywood@avalongroup.org.uk</p> <p>Postal Address: Avalon Group, 6 Grove Park Court, Harrogate, HG1 4DP. Telephone 01423 530053</p>			