



BOOKING FORM

Surname:
First Name:
Job Title:
Organisation:
Organisation address:
Postcode:
Work telephone number & extension:
Fax:
Email:
Mobile number:

I wish to book the following course(s):

Course Title	Date	No. of Places	Price	Total
			TOTAL	

Delegate Name(s)	Job Title(s)	Tel. No./Email

Special Needs

Please tell us about any special needs or essential dietary requirements that you may have and we will contact you as soon as possible to discuss your requirements

Please tell us what prompted you to book with us today

PAYMENT DETAILS

Please invoice my organisation for the attention of:

Purchase order number, if applicable

Invoice address (if different from the organisation address)

Cheque enclosed for £ _____ (please complete) Please make cheques payable to Berkshire College of Agriculture

Please charge my credit card – Visa/Mastercard/Maestro/Switch (delete as appropriate)

Please print card number in the boxes below

Security Code

Expiry date: _____ Issue No. (Maestro/Switch only)

Name on card: _____

Signature: _____

Office use only

Date	Signature
HPB	51530

If the card billing address is different from correspondence address then please notify us on a separate sheet of paper. As we are a college we do not charge VAT on our programmes. If you do not receive confirmation of booking details within five working days, please call the Team Administrator on **01628 827481**.

Course booking terms and conditions:

All payments are due 14 days before the start of a course. If you are booking a course now that is due to start within 14 days you should choose to pay by debit/credit card.

Cancellations and transfers: Programmes are delivered with small delegate numbers for maximum impact. Cancellations made within 14 days of the start of the course will incur 50% of the course fee. Substitutes can be made at any time up to the start of the course without penalty. Sending a booking for constitutes acceptance of these booking terms and conditions.

Please return your completed form to the address below:

- or attach to an e mail to: hpbs@bca.ac.uk
- or alternatively print this form and fax to: 01628 824695

Thank you for booking with Hall Place Business Solutions

Hall Place Business Solutions, Hall Place, Burchett's Green, Berkshire SL6 6QR
01628 827481 HPBS@bca.ac.uk www.hallplace.co.uk