

TRAINING / PROGRAMME BOOKING FORM:

**Attendee Name(s):** **Job Title(s):**

**Address:**  **Contact No:**  **Email:**

Name of Course: Date: Fee:

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**Please detail your invoice name and address below and make all payments by Bacs to the bank details which will be indicated on our invoice.**

**Company Name**:

**Invoice for attention of**:

**Company Full Address**:

**Date**:

**TOTAL FEES:**

NB. VAT chargeable @20%. Concessions may be available, please contact info@sharingparenting.com.

**Financial Terms & Conditions:**

The delegate fee includes a copy of the Facilitator Manual (where stated).

Cancellation policy for course attendance is as follows: (1) cancellations 14 or more days before the event: 50% cancellation fee per delegate; (2) cancellations less than 14 days before the event: no refunds will be given. Cancellations must be notified by email to info@sharingparenting.com. No charge will be made for replacement delegates, provided full information of the replacement delegate is received 48 hours prior to training date. Transfer of any confirmed booking between events is not possible. Sharing Parenting reserves the right to alter the programme and change the speakers without prior notice. Cancellation policy for full programmes booked is as follows: (1) Programmes booked require a 50% deposit at time of booking and is non refundable; (2) Balance of programme fee is payable upon completion of programme. Sharing Parenting requests that full payment be made within 30 days from the date of invoice. Should payment not be received within 30 days from the date of invoice, Sharing Parenting will apply an administration charge of £20+VAT. Payments made to our account in error will be subject to an administration charge of £40+VAT. All payments (where possible) should be made by Bacs to our Bank Sort Code 40-34-38 Account 31451766, cheques will incur an admin fee in respect of bank charges of £5.00

Please email completed form to info@sharingparenting.com, or post to Suzanne Pearson, 108 Freshfields, Newmarket, Suffolk, CB8 0EF