

# BOOKING FORM



Thank you for your verbal booking. In order to confirm the EW Training Centre booking, please could you complete, sign and return (by fax or email) this form to: Abacus EW Consultancy Ltd on 01522 811919 or [thestables@abacusewc.com](mailto:thestables@abacusewc.com).

## TRAINING REQUIREMENT

Training Course	Delegates	Date(s)	Company Name	Location	Price
<b>Total (ex VAT)</b>					£

## INVOICE DETAILS

<b>Company Name:</b>			
<b>Address:</b>			
<b>e-mail:</b>		<b>Postcode:</b>	
<b>Tel:</b>		<b>Fax:</b>	

## PAYMENT

<b>Please invoice my company:</b>	
<b>Purchase order no:</b>	
<b>Cheque enclosed – payable to Abacus EW Consultancy Ltd:</b>	
<b>Please send invoice to:</b>	

I agree to abide by Abacus EW Consultancy Limited standard terms & conditions.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

Please fax or email this back to Abacus EW Consultancy Ltd on **01522 811919** or [sales@abacusewc.com](mailto:sales@abacusewc.com) and your Training Centre Hire confirmation will then follow by post.

<b>Terms &amp; Conditions</b>	<b>Cancellation</b>	<b>Transfer</b>
20 - 10 Working days before the start of the course	50% of fee	25% of fee
10 - 5 Working days before the start of the course	100% of fee	50% of fee
5 - 0 Working days before the start of the course	100% of fee	100% of fee

**Thank you for booking with Abacus EW Consultancy Ltd**

Abacus EW Consultancy Ltd  
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