

## CLEAR ACADEMY TRAINING: BOOKING FORM

(Please scan and e mail this form to [training@clearacademy.co.uk](mailto:training@clearacademy.co.uk) or fax to 0845 658 6488)

### CONTACT DETAILS (PLEASE USE BLOCK CAPITALS):

Contact Name:

Job Title:

Delegate name(s):

Company Name:  
Company Address:

Post Code:

Phone No:

Email address:

Purchase Order No: (if applicable)

When you book a training course you will receive an acknowledgement of your booking by email.

### COURSE REQUIREMENTS:

Please tick	Clear Direct Debit Training Course: Location	Date	Venue	No. of delegates	Price per delegate*	Total (incl. VAT)
	London	17 <sup>th</sup> April	Holiday Inn, Kensington Forum		£450+VAT	
	On-site / Bespoke Direct Debit Training Course	Arranged to suit	Your office / convenient location		From £995+VAT** (Up to 6 people) Additional delegates +£100 each (Max 14)	

\* Price per delegate includes lunch, refreshments and course materials

\*\* For on-site courses an additional charge will be made for all travel, accommodation and subsistence that is reasonably incurred. This will be invoiced separately after the training date.

### PAYMENT:

The Charges shall be due upon receipt of this booking form and payable within 30 days of the date of invoice or 48 hours before the training commences, whichever is sooner. Cleared funds must be received 48 hours before the date of the training course.

Payment by Bacs upon invoice

Cheque Payment: (Please post this form with cheque enclosed (payable to Clear Academy Ltd.), to Clear Academy Ltd., Nutfield House, 166 Nutfield Road, Merstham, Surrey, RH1 3HG)

**SIGNATURE:**

**DATE:**

Further details on courses and consultancy services can be found on our website at [www.clearacademy.co.uk](http://www.clearacademy.co.uk) or by calling 0845 658 6488