

## 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 / names:  
(If different from above)

Company:

Address:

Post Code:

Phone No:

Email address:

Purchase Order No: (if applicable)

### COURSE REQUIREMENTS

| Please tick              | Course                                     | Date             | Venue                             | No. of Delegates | Price*  | Total (inc VAT) |
|--------------------------|--|------------------|-----------------------------------|------------------|---|-----------------|
| <input type="checkbox"/> | On-site Clear Direct Debit Training Course | Arranged to suit | Your office / convenient location |                  | £995+VAT<br><br>(Up to 6 people)<br>Additional delegates<br>+£100 each (Max 14) |                 |

**Please Note: Price includes all course materials. For on-site courses a charge will be made for all travel, accommodation and subsistence that is reasonably incurred. This will be invoiced separately after the training date.**

### BOOKING A TRAINING COURSE

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

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

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