**Inspirit - Booking Form for in-house Trainings**

Course title you are interested in:

Price:

Proposed course date(s):

Your name:

Name of organisation:

Your job title:

Address for correspondence:

Address and contact person for invoicing (if different from above):

**Purchase order no (if applicable):**

Telephone Number:

Email address:

How did you find out about Inspirit Training?

\* Do you have any access needs that we need to be aware of?

If yes, please specify

\*Please ask us about venue accessibility.

**PTO**

**Making your booking with Inspirit & Cancellation Policy**

**Making your booking**

Please complete the booking form, sign and scan it, and send it by email to **info@inspirit-training.org.uk** or by post to **Inspirit, Unit 4a, Leroy House,**

**436 Essex Rd London N1 3QP.**

Please retain a copy of this booking form for your records.

**\*All organisations will be invoiced once we receive your booking form. The invoice needs to be paid by the Due Date indicated on the document, regardless whether this date is before, during or after your training.\***

**Cancellation policy**

Please note that if you send in a booking form, you or your organisation undertake to pay all fees due unless a **cancellation is made in writing at least 14 days before** **the course commences**. This is applicable whether payment has been received or not.

If you have any queries please email the training team on [**info@inspirit-training.org.uk**](mailto:info@inspirit-training.org.uk) or call **0208 0650120** -.-

**Methods of Payment**

**Internet/BACS payment:** This method of payment can on be used once you have received your Inspirit training invoice. Please refer to the information on your invoice.

**Cheque:** When sending a cheque, if at all possible, please send it with your booking form. If you are unsure of the amount to pay, please email or call us.