

Sage Accounting for Business Course BOOKING FORM

Name of Participant:	
Company Name (where appropriate):	
Address:	
Telephone:	
Email address:	
Date of course:	

Payment

Course fees must be paid in full at least 14 days before the course start date in order to register you as a Student Member of the International Association of Bookkeepers. A deposit of £100 should be returned with this Booking Form to reserve your place on the course.

Payment method:

- Cheque made payable to 'Sandra Silk Bookkeeping and Business Services'
- Direct payment to bank account (please call for bank account details)

Cancellation

Once a confirmed booking has been made, cancellation terms apply as follows:

- 14-28 days before course – full refund only if your place can be filled in with another participant
- Within 14 days before course – full fee is payable

If Sandra Silk Bookkeeping has to cancel a course for any reason, any deposit or fee already paid will be refunded in full. In case of unavoidable last minute cancellation, we regret that we would be unable to refund any travel costs incurred.

I confirm I have read and understood the Payment and Cancellation terms given above.

Signed:

Date: