

# Booking form for courses

**Your contact:** williams.sheehy@yahoo.co.uk • 01332 760573 • www.thinkingscripts.co.uk

## Enrolment and invoicing

Please enrol me on the following course(s) and send me directions and an invoice

Title of course(s):	Venue(s)	Date(s):

**Total Course Fee(s):**

## Payment methods

Choose one of the following methods of payment by ticking a box and providing details

<input type="checkbox"/>	I enclose a check for the total course fees made out to S. J. Williams and require an invoice and receipt
<input type="checkbox"/>	I request a paper invoice to be sent. Here is an official order number (Supply this if you work for an institution):
<input type="checkbox"/>	I request an email invoice to be sent to the following email address:
<input type="checkbox"/>	I request an emailed invoice with details of how I can pay online with a credit card or via Paypal. Please send to the following email address:

**Your details: Post this form to Steve Williams, 70 Littleover Lane, Derby, DE23 6JG**

Name:

Address (with postcode):

Phone:

Email:

Your signature:

### Terms and conditions

1. Invoices should be paid before the start of the course(s)
2. If you cancel within a week of the course date, your fee will be refunded.
3. If you cancel within a week of the course date or fail to turn up on the day, your fee cannot be refunded.