

IT TRAINING SERVICE

BOOKING FORM



Microsoft Office Training Courses

Please enter the course codes and dates and the number of places you would like to book. Places are charged at £60 per place booked per course. Enter the total amount payable in the space provided.

If you would like to use a purchase order please e-mail training@wrekinhousingtrust.org.uk to arrange this.

Course Code	Date	Number of Delegates
...../...../.....
...../...../.....
...../...../.....
Total number of places		_____

		X £60 =

Please enclose a cheque payable to "The Wrekin Housing Trust (Subsidiary)" for the amount shown. Enter your correspondence address below.

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Phone:

Fax:

To book your place on any of the courses shown, complete the booking slip overleaf and send it, together with a cheque for £60 per place booked, to:

ICT Consultancy
The Wrekin Housing Trust
Old Park
Colliers Way
Telford
TF3 4AW

To arrive no later than the Wednesday in the week before the first course starts. You will be asked to fax or e-mail a list of names of people who will be attending when your booking has been confirmed.

If you have any queries, please telephone 01952 217081.

Terms and Conditions

Courses may be attended by delegates other than those named when the booking is confirmed, provided that The Wrekin Housing Trust is notified in writing before the starting date. If a booking is not cancelled in writing and the delegate fails to attend, the full fees remain payable.

Liability

The Wrekin Housing Trust reserves the right to amend the programme or cancel a course at any time, or to substitute tutors.

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Detach Here