

Booking form

You can book places for this course by Email literacy@fft.org.uk

To make a booking we will need the following information:

Training Title:	
Area:	
Date:	
Number of places required	
School name and address:	
Purchase order number:	
Invoice address if different from above:	
Names of those to attend: (Please indicate whether teacher or teaching assistant. Also please note any dietary or access requirements)	
Contact name, telephone and email address (Email will be our preferred method of contacting you.)	

Signed:

Position:

Closing date: 2 weeks before the training

We look forward to working with you.

Cancellation Policy

A cancellation fee will be charged to the client in accordance with the following guidelines:

Cancellation between 6 and 10 working days before the training event: 50% of the total booking value.

Cancellation 5 working days before the training event: 100% of the total booking value.

If you would like to unsubscribe from this email, please reply to this email address and include in the subject heading "unsubscribe"