

## Clear Direct Debit Training: Booking Form

Please scan and e mail this form to [training@cleardirectdebit.co.uk](mailto:training@cleardirectdebit.co.uk) or fax to 0845 658 6488

### CONTACT DETAILS (PLEASE USE BLOCK CAPITALS)

Contact Name:

Job Title:

Delegate name / names:

Company:

Address:

Phone No:

Email address for correspondence:

Purchase Order No: (if applicable)

Email address for Invoices:

### COURSE REQUIREMENTS

Course	Date	Venue	No. of Delegates	Price*	Total (inc VAT)
Clear Direct Debit Training Course: Onsite		Your office / convenient location		£1100 + expenses +VAT (Up to 6 people) Additional delegates +£100 each (Max 14)	

\*Please Note: For on-site courses a charge will be made for all travel, accommodation and subsistence that is reasonably incurred.

### BOOKING A TRAINING COURSE

When you book a training course you will receive an acknowledgement of your booking by email.

### PAYMENT

The Charges shall be due upon receipt of this booking form and payable within 30 days of the date of invoice or 48 hours before the training commences, whichever is sooner. Cleared funds must be received 48 hours before the date of the training course.

- Payment by Bacs upon invoice:  
 Cheque Payment: Please post this form with cheque enclosed (payable to Cleara Consulting Ltd.), to Clear Direct Debit, Top Floor, 5-7 Linkfield Corner, Redhill, Surrey, RH1 1BD

Signature:

Date:

Further details on courses and consultancy services can be found on our website at [www.cleardirectdebit.co.uk](http://www.cleardirectdebit.co.uk) or by calling 0845 658 6488

When you sign this Booking Form to book a training course you are agreeing to abide by Clear Direct Debit's terms & Conditions, available to download from the Clear Direct Debit website ([www.cleardirectdebit.co.uk](http://www.cleardirectdebit.co.uk)).