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| Venue: SPEAKING SPACE, Fleming House, Alma Road, Romsey SO51 8ED  Tel: 02380987134 | |
| **Please tick or highlight the course(s) you wish to book.** | **Assessing & Teaching Social Skills 3-day course (£430\*)**  🞏 13-15 March 2023  🞏 15-17 November 2023  *\*prices exclusive of VAT* |
| **Total cost to pay** | 🞏 £430 / person  🞏 please apply a 10% discount for 3 or more bookings or if you receive SLT from Speaking Space Ltd |
| Your details | |
| **Names of attendee(s)**  There is a 10% discount for group bookings |  |
| **Job Title(s)** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Please provide details of any requirements** e.g. diet, access |  |
| **Name of booking contact**  (if different from person attending course) |  |
| **Telephone number** |  |
| **Email address** |  |
| Invoicing information | |
| **Name of person to invoice** |  |
| **Address** |  |
| **Email**  NB invoices are emailed |  |
| **PO number** if applicable |  |
| Terms and conditions | |
| Confirmation of booking: upon receipt of training event fee, a letter confirming your place with further details and a map of the location will be sent to you.  Cancellation: 75% of the course fee will be reimbursed up to 21 days prior to the course. Fees are non-refundable after this, but you may nominate someone to attend in your place.  Payment: payment for the course is due 30 days from the date of invoice. After that, interest will be added at 8% over the Bank of England base rate. | |
| Please return this form | **by e-mail to alex@alexkelly.biz**  **or by post to 19 Bartons Road, Fordingbridge, Hampshire SP6 1JD** |