

STRATA TRAINING

BOOKING FORM

Microsoft Office Training Courses

STRATA TRAINING

Please enter the course codes and dates and the number of places you would like to book. Places are charged at £75 + VAT 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@stratatraining.co.uk to arrange this.

Course Code	Date	Number of Delegates
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Total number of places/...../.....
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X £75 = _____

VAT @ 17.5% = _____

Total Enclosed = _____

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 £75 + VAT per place booked, to:

Strata Training
Colliers Way
Old Park
Telford
Shropshire
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 Strata Training 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

Strata Training reserves the right to amend the programme or cancel a course at any time, or to substitute tutors.

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Detach Here