



helping
schools
inspire

Booking Form

Please complete this form fully ensuring you provide full contact details.

Course details

Please photocopy for other delegates and courses

Course title _____

Course date _____ Course duration _____

Course venue _____

Delegate details

Name _____

Job title _____

School name _____

Address _____

Postcode _____

Phone _____ Fax _____

Delegate contact number
(We will use this number if we need to contact you on the day.) _____

Email _____

Special dietary needs _____

Car parking requirements
(Chelmsford only. Parking facilities at the Chelmsford venue are limited and therefore parking must be booked in advance.)

Parking required: Yes No

Please tick if you do not wish to receive information about Capita CS products and services via email

Please confirm your payment details with one of the two options below:

Confirm purchase order number: _____

OR

Confirm payment to be taken from prepaid account

If you are not paying with a prepaid account unfortunately we are unable to process your order without a purchase order number.

Signature _____ Date _____

How to book



Fax this form to:

0845 603 8704



Post this form to:

SIMS Training Courses,
Capita, FREEPOST NAT6408,
Bedford MK44 3BR



Book online at:

www.capita-sims.co.uk/training



By phone:

0844 893 9000*

*Calls to 0844/0845/0870 numbers will cost three pence per minute plus your phone company's access charge.

We also undertake software training at customer sites and consultancy services related to school improvement and management development. Please contact us on **0844 893 9000** to discuss your requirements, alternatively please visit our website at www.capita-sims.co.uk/training for further information and bookings.

Cancellation Policy

If you wish to cancel your booking, the following charges will apply:

11-20 working days notice	33% charge
3-10 working days notice	66% charge
48 hours or less	full charge

All cancellations must be confirmed in writing either by letter, fax or email.

Terms & Conditions

All prices exclude VAT and include course materials and refreshments.

We reserve the right to cancel a course due to insufficient numbers up to 10 working days to the course start date.

For further information on the Terms & Conditions please call **0844 893 9000**.

On receipt of your booking, confirmation and venue details will be sent to you. Please ensure you have this before attending a course.

CAPITA

Capita SIMS, Franklin Court, Priory Business Park, Cardington, Bedford MK44 3JZ
Tel: 01234 838080 | Fax: 01234 832036 | Email: info@capita-sims.co.uk | www.capita-sims.co.uk
Registered office: 71 Victoria Street, Westminster, London SW1H 0AX | Registered in England No. 2299747. Part of Capita plc.

Microsoft
GOLD CERTIFIED
Partner