



COURSE BOOKING FORM

If you do not have access to a photocopier, additional booking forms can be either e-mailed or posted to you on request.

Course	Date
	(of training course)
Parish/Town	
Please reserve places for the following -	
Delegate Name	Address and phone number
1.....

2.....

3.....

Please indicate any access, dietary or other needs –	
.....	
.....	

Details for VAT Invoice	
Clerk's name and address:	
.....	
.....	
.....	
Phone	
VAT registration number 825 0232 65, the amount can be recovered. If your council is not a member of SALC 50% is added to the cost, this is refunded if membership is taken during the current financial year.	

Cancellation policy: Should it be necessary to cancel a delegate, the following charges will apply: 24 – 72 hours notice given – 50% of the cost of the course will be charged less than 24 hours notice given – 100% of the cost of the course will be charged
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Please send this form by post or fax to –
Suffolk Association of Local Councils, Unit 11a, Hill View Business Park, Old Ipswich Road,
Claydon, Ipswich, IP6 0AJ.
Bookings can be made by email provided all the above details are given.
Phone 01473 833713 Fax 01473 833714
www.onesuffolk.co.uk/salc trainingsalc@btconnect.com