



## PEP Alba Training Programme BOOKING FORM

### ORGANISATION DETAILS

Group/Organisation

Address

Telephone

Postcode

E-mail

Other helpful arrangements (PLEASE SPECIFY)

### ADDRESS FOR INVOICE

Contact person

Name of Group/Organisation

Address

Telephone

Postcode

Email

AUTHORISED SIGNATURE (THIS FORM MUST BE SIGNED BY SOMEONE AUTHORISED TO PAY FOR THIS COURSE)

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## **HOW TO BOOK**

IF YOU WISH TO ATTEND A GREATER MANCHESTER TRAINING EVENT, PLEASE COMPLETE THIS BOOKING FORM AND RETURN IT TO THE ADDRESS BELOW. IF YOU NEED MORE BOOKING FORMS, PLEASE PHOTOCOPY THIS ONE OR CONTACT LAURA FERRIER AT PEP ON 01782 790900 OR YOU CAN BOOK BY E-MAIL ON [laura.w@pep.org.uk](mailto:laura.w@pep.org.uk)

## **CONDITIONS OF BOOKING**

PLEASE NOTE THAT:

- PLACES WILL BE RESERVED ONLY ON RECEIPT OF BOOKING FORMS AND PAYMENT OF ANNUAL MEMBERSHIP HAS BEEN RECEIVED BY PEP.
- IF AN EVENT IS FULLY BOOKED WHEN WE RECEIVE YOUR APPLICATION, WE WILL NOTIFY YOU IMMEDIATELY IN WRITING.

## **PAYMENT**

WE WILL ISSUE YOU WITH AN INVOICE TO BE PAID TO CONFIRM MEMBERSHIP. INVOICES ARE PAYABLE ON RECEIPT OF OUR INVOICE.

PLEASE MAKE CHEQUES PAYABLE TO PRIORITY ESTATES PROJECT LTD.

OUR BANK DETAILS ARE ALSO AVAILABLE ON REQUEST FOR BANK TRANSFERS FOR PAYMENT OF THE INVOICE.

## **CANCELLATION FEES**

IF YOU SEND IN A BOOKING FORM, WE TAKE IT THAT YOU WILL DEFINITELY TAKE UP THE PLACE(S) OFFERED TO YOU. CANCELLATIONS AFTER THE CLOSING DATE WILL BE CHARGED THE FULL FEE UNLESS WE ARE ABLE TO OFFER THE PLACE TO SOMEONE ELSE.

WE AIM TO MAKE SURE THAT THE COURSES RUN AS PLANNED. HOWEVER, THERE MAY BE TIMES WHEN, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, WE HAVE TO CANCEL A COURSE. SHOULD THIS BE THE CASE, WE WILL GIVE YOU AS MUCH NOTICE AS POSSIBLE.

**Please send your completed booking form to:**

**Laura Ferrier, Priority Estates Project Ltd, Unit 22 Chatterley Whitefield Enterprise Centre, Biddulph Road, Stoke-on-Trent, Staffordshire, ST6 8UW**

**Any queries please contact Nick Wigg on 07730624361**