

# OLD PARK TRAINING

## Good Quality, Affordable Microsoft Office Training

### Booking Form

PLEASE ENSURE CHEQUES  
ARE MADE PAYABLE TO  
'OLD PARK SERVICES LTD'.

Please enter the course codes and dates and the number of places you would like to book. Places are charged at £75 plus 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@oldparktraining.com](mailto:training@oldparktraining.com) to arrange this.

Course Code	Date	Number of Delegates
.....	...../...../.....	.....
.....	...../...../.....	.....
Total number of places		.....

X £90.00 = .....

Please enclose a cheque payable to "Old Park Services Ltd" for the amount shown. Enter your correspondence address below.

.....  
.....  
.....

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 plus VAT (£90.00) per place booked, to:

Old Park Training  
Colliers Way  
Old Park  
Telford  
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 Old Park 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**

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

Old Park Training  
Colliers Way  
Old Park  
Telford  
Shropshire TF3 4AW

Detach Here