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| Course Code | Open SET 12/23 |

Supported Employment Techniques

Booking Form

Course Dates: 22nd, 23rd, 29th February, 1st, 7th, 8th March 2024

Full dates are available at [www.base-uk.org/training-courses](http://www.base-uk.org/training-courses)

Course fees, please tick which applies:

🞎 £500+vat (member rate)

🞎 £625+vat (non-member)

Note that this course will be delivered using Zoom.

**Please complete and return this form to** **training@base-uk.org**

**Enquiries: 07939 238 627**

**Email: liz.mellor@base-uk.org**

Name of delegate(s):

Organisation:

Address:

Telephone: E-mail:

Home address of learner (this is required for the learner to receive the course portfolio by post):

Please indicate any individual needs regarding accessing and completing the training:

**Payment: (Please read the terms and conditions)**

You will be invoiced by our trading company, Inclusive Trading CIC. I enclose a purchase order number/cheque\* to confirm the booking. (\*delete as necessary)

**Purchase order no: ………………………………………..**

BACS payment details are available on request.

**Invoicing Email Address**:

**Invoicing Address**: Please forward an invoice to the following address (if different):

**I confirm that I have read and agree to the terms and conditions:**

**Authorised signature**

Name: Position:

Date: Contact number:

**Open - Supported Employment Techniques**

**This booking is subject to the following terms and expectations:**

**Terms**

A purchase order is required to confirm the booking. Cancellations less than 28 days notice will be subject to a cancellation fee of 50% of the notified fee in this agreement.

Delegates that withdraw from the course prior to completing will not be entitled to a refund in course fees.

INCLUSIVE TRADING reserves the right to cancel or amend the dates of scheduled events in the light of unforeseen circumstances. INCLUSIVE TRADING will endeavour to accommodate any requested amendments or reschedule dates to meet the requirements of participants.

Participants will receive a certificate of attendance from INCLUSIVE TRADING.

**It is a requirement that attendees have their cameras switched on throughout the course.**

Office Use Only

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| **Invoice No.** | **Invoice Sent Date** | **Course Materials Sent Date** |
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