

Please check contact details overleaf and amend as necessary.

Company name			
Address			
City/Town		Postcode	

Delegate(s) Attending *(Please print names as they should appear on Certificate of Attendance)*.

### DELEGATE 1

Title	First name	Surname	Email
Date	Course Title	Venue	Price

### DELEGATE 2

Title	First name	Surname	Email
Date	Course Title	Venue	Price

### DELEGATE 3

Title	First name	Surname	Email
Date	Course Title	Venue	Price

### DELEGATE 4

Title	First name	Surname	Email
Date	Course Title	Venue	Price

Total		Purchase Order Number	
Multiple Booking Discount (phone for details)		Payment can be made by:	
Exam Fee		Cheque payable to HRDPS	<input type="checkbox"/>
Subtotal		BACS: HSBC Sort Code: 40-09-02 Account: 61393782	<input type="checkbox"/>
Vat (@ 17.5%)		Credit card: Contact us on 01295 225500 with your details	<input type="checkbox"/>
Total Payable		Book and pay online at <a href="http://www.learnpayroll.co.uk">www.learnpayroll.co.uk</a>	

Signed		Print name	
Position		Email	
Telephone		Fax	
No. of employees in organisation		Type of business	

Post your completed form to HRD & Payroll Solutions, FREEPOST (OF873), Banbury, Oxon, OX16 8ZZ or fax to 01295 268973. Your booking will be acknowledged by fax or email. Full joining instructions will be posted to each delegate attending approximately ten days before the date of each workshop, provided payment has been received by then. For further information contact our booking team by telephone: 01295 225500 or email: [bookings@learnpayroll.co.uk](mailto:bookings@learnpayroll.co.uk)