

# East Anglian Complementary Health

## Course / workshop booking form

Submitting this form signifies acceptance of our [Terms and Conditions](#). Please read them before completing this form.

### Course details

Course title: \_\_\_\_\_

Venue: \_\_\_\_\_

Start date: \_\_\_\_\_

Fee £: \_\_\_\_\_ **The fee is payable by cheque or cash. PLEASE MAKE CHEQUES PAYABLE TO EACH (and mark the back of the cheque with the course title).**

Please tick one of the following:

My cheque is enclosed with this form if you are posting it:  Will follow by post if you are sending this form electronically:  Please invoice my organisation:

### Your details

Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Employer / organisation (if applicable): \_\_\_\_\_

Job title (if applicable): \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Purchase order number (if applicable): \_\_\_\_\_

Work or home telephone number (daytime): \_\_\_\_\_

Alternative telephone number (evenings): \_\_\_\_\_

Email address: \_\_\_\_\_

### Special requirements

Do you have any special dietary, access or equipment requirements?

## Terms and Conditions

- Applications will be acknowledged within the next 5 working of receipt of this form.
- Please pay on receipt of invoice or send cheque if a place has been reserved.
- Cancellations: An administration fee of £35 will be charged for places cancelled within three weeks of a course. If less than five working days notice is given the full amount will be charged.
- EACH will endeavour the run all courses or workshops as advertised. However, we reserve the right to cancel a course or workshop at any time and offer an alternative date, credit or refund, without any liability for any consequential or indirect loss.
- Courses may be reserved by phone, email or through our website for five working days before receipt of your booking form.

**East Anglian Complementary Health, Shrublands Youth & Adult Centre, Magdalen Way, Gorleston, Great Yarmouth, NR31 7BP**

**Phone: 01493 663437 or 01493 660225 Fax number: 01493 663437**

**Email: [coursebookings@eastangliancomplementaryhealth.com](mailto:coursebookings@eastangliancomplementaryhealth.com)**

**When completed this form can be posted, emailed or faxed to us.**