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| **Talkabout: Developing Social Communication – Booking form 2024** | |
| **Venue** | Speaking Space, Fleming House, Alma Road, Romsey, Hampshire, SO51 8ED |
| **Please tick the course(s) you wish to book** | **Talkabout: Developing Social Communication Skills 3-day course (£420\*)**  🞏 6-8 November 2024  *\*prices exclusive of VAT* |
| **Name of attendees and job titles** |  |
| **Attendee’s email address** |  |
| **Name of booking contact** |  |
| **Address** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Please provide details of any requirements for attendees e.g. access / dietary requirements** |  |
| **How did you hear about this training?** |  |
| **Total fee due** | 🞏 £420 / person (plus VAT)  🞏 10% discount for 3 or more bookings or if you receive SaLT from Speaking Space (Romsey) Ltd |
| **Please select your method of payment** | 🞏 Cheque *(cheques to be made payable to Speaking Space (Romsey) Ltd*  🞏 Invoice *(please provide details below)* |
| **Name of invoice contact** |  |
| **Address** |  |
| **E-mail address**  *Please note that all invoices are emailed* |  |

***Terms and Conditions***

**Confirmation of booking**: upon receipt of your booking, a letter confirming your place with further details and a map of the location will be sent to you.

**Cancellation**: Over 3 months’ notice: no charge; 1 - 3 months’ notice: 20% of the training cost; less than 1 month notice: 30% of the training cost; less than 24hours notice and non-attendance 100% of the training cost.

**Payment**: payment for the course is due 30 days from the date of invoice. After that, interest will be added at 8% over the Bank of England base rate. Invoices are emailed and if this is not possible, an administration fee of £1 will be added to your invoice.

Please see our website for more information on our privacy policy: [www.speakingspace.co.uk](http://www.speakingspace.co.uk)

**Please return this form either by e-mail to office@speakingspace.co.uk**

**or by post to Speaking Space, Fleming House, Alma Road, Romsey, Hampshire SO51 8ED**