

# I-2-I Mac Training

## Booking Form - Urgent please return today

*When dates are agreed, please complete and sign this form and mail it back.  
Your booking depends on the prompt return of the form and a deposit. See booking conditions below.*

**From:**

**Date:**

**To:**

**Company:**

**Fax No.:**

**YOUR DETAILS**

Type of booking:  Personal booking (ignore questions for companies)  Company booking (and other organisations)

Training location:  In-house (You come to SW London)  On-site (I come to you)

Trainees name(s) (printed): .....

Full company name: .....

Type of business:  Limited company  PLC  Sole trader  Partnership  Other .....

Address: .....

..... Postcode:.....

E-mail: ..... Tel: .....

Where did you hear about the training?:  Referral  Ad. in a mag.  Been before  Web search or  Web Ad.

**TRAINING REQUIRED**

*(tick box as required)*

	<b>No. of</b>	<b>Date(s)</b>		<b>Total</b>
		<b>days</b>	<b>From</b>	<b>To</b>
<input type="checkbox"/> Dreamweaver (web design)	.....	.....	.....	.....
<input type="checkbox"/> Adobe Photoshop	.....	.....	.....	.....
<input type="checkbox"/> Adobe Illustrator	.....	.....	.....	.....
<input type="checkbox"/> Pre-press & print	.....	.....	.....	.....
<input type="checkbox"/> QuarkXpress	.....	.....	.....	.....
<input type="checkbox"/> Adobe InDesign	.....	.....	.....	.....
<input type="checkbox"/> Digital Photography (NEW)	.....	.....	.....	.....
<input type="checkbox"/> Miscellaneous (as discussed)	.....	.....	.....	.....

See your invoice for prices and totals

**TOTAL:** (Cheques must be made payable to: Stephen Price) \_\_\_\_\_

**BOOKING CONDITIONS** *(please read carefully)*

1) Credit terms are not available. 2) **A 50% deposit is required.** 3) The balance is payable mid-way through training (see instructions on invoice). 4) Cancellations cannot be accepted, nor bookings transferred to another day, unless 5 **clear** working days notice is received. 5) **N.B.** Bookings are provisional subject to receipt of your booking form *and* a deposit. Upon receipt of a form and a deposit your booking will be confirmed in writing. Provisional bookings cannot be held open indefinitely. 6) Hours are: 9.30-5.00 (1hr lunch). 7) If a Sole Trader or a member of a Partnership you accept full personal liability for the course fee. 8) **Discounts** are conditional upon you paying the whole fee on time, and in accordance with these conditions. 9) **10 working days are required to clear deposit payments by personal cheque.** 10) **Credit card payments are accepted: please ask for details.**

**Authorising signature:** ..... **Date:** .....

**Name (printed):** ..... **Job title:** .....