

## Course Booking Form

DELEGATE DETAILS			
Name:		Department:	
Phone:		Address:	
Fax:			
Email Address:		Post Code:	
Special Dietary Requirements:		Other Requirements:	
COURSE DETAILS			
24 Hr Postural Management		Special Seating	
1 <sup>st</sup> Choice Dates		2 <sup>nd</sup> Choice Dates	
PAYMENT DETAILS			
Deposit (£25) / Full Amount (£250) - cheques payable to Active Design Ltd / Invoice me (details below)			
Contact Name		Invoice Address:	
Contact Phone			
Organisation			
Order No.		Post Code	
DELEGATE SELECTION			
<p><b>PLEASE NOTE:</b> We aim to provide the highest quality of training for all participants by ensuring an effective balance and mix of skills and experience on each course. Places are allocated accordingly, taking account of the responses to the questions on the application form.</p> <p>If you are not allocated a place we will automatically keep you informed of future courses but cannot guarantee you a place.</p>			
Please confirm your area of work: (please tick one or more)	<input type="checkbox"/> Paediatrics <input type="checkbox"/> Social Services	<input type="checkbox"/> Wheelchair Services <input type="checkbox"/> Other (please specify):	
Length of time qualified			
Current Position			
Length of time in current position			
What types of postural management equipment are you currently involved with?			
Are you responsible for the assessment or prescription of postural management equipment			
BOOKING NOTES			
When allocated we will confirm your place in writing, and will provide an invoice detailing the total cost and the date payment is due, (or a receipt for any payment already made). If payment is not received by the due date, the place may be offered to other people on the waiting list. Cancellation: The course fee is refundable (less £15 processing fee and £30 for the Chailey Approach book) if written notice is received at least four weeks prior to the course date. Active Design Ltd reserves the right to cancel any course for any reason, in such an event Active Design Ltd shall only be liable for the refund of any course fees paid.			

**Active Design Ltd**

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