|  |  |
| --- | --- |
| Course Title and Date: | [ ]  Introduction to Advocacy; **Date:** [ ]  Effective Advocacy and Negotiation Skills; **Date:**[ ]  Introduction to Advocacy Specialisms; **Date:** **Please specify which course(s) and dates you wish to attend** |
| Name of person making the booking: |  |
| Name of participant: (if different from above) |  |
| Job title of participant: |   |
| Organisation: |  |
| Organisation Address: |  |
| Billing Address:(if different from above) |  |
| Purchase Order No: | (only required if participant works outside Leeds). |
| Payment details are required for all bookings.***There is a non-attendance charge of £30 per participant per training course.*** |
| Participant’s Email: |  |
| Participant’s Phone No: |  |
| Does the participant have any access requirements or additional needs (e.g. if they require the course materials in an alternate format such as large print): |

***Please attach a copy of your signed agreement letter - see overleaf for template.***

[ ]  I am booking on behalf of an organisation and confirm that the above participant is working in Leeds.

☐ I am booking on behalf of an organisation and confirm that the above participant **works** **outside** Leeds. I understand there is a charge for this training and agree to be invoiced as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Cost | Attending - Y/N | Subtotal |
| Introduction to Advocacy | £40 |  |  |
| Effective Advocacy and Negotiation Skills | £80 |  |  |
| Introduction to Advocacy Specialisms | £80 |  |  |
|  | Grand Total: |  |

***If you need to cancel your place we require a minimum of two working days’ notice, otherwise you will be invoiced for the non-attendance charge.***

[YOUR ORGANISATION’S HEADED NOTEPAPER]

Return to:

Advonet

Unity Business Centre

26 Roundhay Road

Leeds

LS7 1AB

[Date]

**Introduction to Advocacy on [date of training]**

**Effective Advocacy and Negotiation Skills on [date of training]**

**Introduction to Advocacy Specialisms on [date of training]**

(Delete as Applicable)

I would like to reserve a place on the above course(s) for [name of participant].

Please accept this letter as an agreement that [name of your organisation] will pay Advonet £30 per session in the case of the participant’s non-attendance upon receipt of invoice.

Yours sincerely,

[Manager]