

Booking Form

How to book: Please fill in booking form and return to:
TADSS, Westfield Arts College, Littlemoor Road, Weymouth, DT3 6AA
Telephone 01305 833518 Fax 01305 835414
or email this form to : bookings.tadss@westfield.dorset.sch.uk

Please use one booking form per delegate

NAME OF COURSE	Disabled Living Allowance Training Workshop		
Title		First Name	
Surname			
Job Title			
Organisation			
Address			
Day Tel Number		Home Tel Number For emergency purposes only	
Email address	[Please put email of delegate not the person booking the course]		
Special / dietary requirements			

- Cheque enclosed
- Please quote purchase order no.:
- Please send invoice to:
Name:
Address:

Payment terms:

All payments must be received prior to event.
Cheques should be made payable to: **Westfield Arts College**
BACS - Sort code 20-26-62, Account number 30097993

Invoiced payments must be made with immediate payment terms.

Cancellation:

Cancellations made in writing to TADSS within 21 days of the conference/workshop will be refunded, less an administration fee of £15.00.

Unfortunately cancellations after this date will not be refunded. However organizations may change the name of the delegate at any time. If you do not cancel and do not attend, no refund will be made. If for reasons beyond our control all or part of the workshop is cancelled then workshop fees will be refunded after deduction of expenses already incurred.

