BBC Academy

STANDARD BOOKING FORM

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Please type or use BLOCK CAPITALS. **Boxes marked * are mandatory – please ensure they are completed. Please send this form to:** Fax: +44 (0)370 010 0265 (international callers please telephone +44 (0)1386 420216 or fax +44 (0)1386 420145). Or post to BBC Training Co-ordination, BBC Academy, Room A16, BBC Wood Norton, Evesham, Worcestershire. WR11 4YB. The BBC may contact you in the future by email, post or telephone to update you on its products and services. If you would like to be contacted for these purposes, please tick this box ☐. You may opt out of receiving any such information at any time in the future by notifying BBC Academy. The BBC will not pass Customers' contact details to any third parties.

Delegate Details

1. Name:
Email address:
Telephone:
Course Name:
Course Code: | **Course Price:** £
Course Date:

Accommodation Requirements
(Applicable to BBC Wood Norton courses only)

Duration of course: Yes / No **Price:** £
Night Prior: Yes / No **Price:** £
Accommodation Total Price: £
Sub Total for Delegate 1: £

2. Name:
Email address:
Telephone:
Course Name:
Course Code: | **Course Price:** £
Course Date:

Accommodation Requirements
(Applicable to BBC Wood Norton courses only)

Duration of course: Yes / No **Price:** £
Night Prior: Yes / No **Price:** £
Accommodation Total Price: £
Sub Total for Delegate 2: £

3. Name:
Email address:
Telephone:
Course Name:
Course Code: | **Course Price:** £
Course Date:

Accommodation Requirements
(Applicable to BBC Wood Norton courses only)

Duration of course: Yes / No **Price:** £
Night Prior: Yes / No **Price:** £
Accommodation Total Price: £
Sub Total for Delegate 3: £

Payment / Invoice Details

Method of payment (please select one): *

Account customer: ☐
Cheque: ☐
Direct bank transfer: ☐
Credit Card – Visa: ☐
Mastercard: ☐
Eurocard: ☐

Card Number:

Expiry Date (mm/yy): /

Name & Address on Card:

Payment / Invoice Address:

*

Purchase Order No.:
Company Reg[n]. No.:
VAT Registration No.:

Authoriser's Details: (This section MUST be signed before bookings can be processed)

Name: *
Position: *
Email address: *
Telephone: *
Signature:

Grand Total: £

BBC Academy use only:		*TC Name:*	
Payment Status:		*Date Received:*	
Customer No:		*Portal No:*	