

Course Booking Form

Course Title: _____

Course Date: _____ Time: _____

Course Fee: £ _____

Materials: £ _____

Total Payable: £ _____ Payable To: _____

Customer Details

Name: _____

Address: _____

Postcode _____ Contact Number _____

Sewing Machine / Overlocker Details

Make: _____ Model: _____

I will be bringing my own machine* OR I require the use of your machine*

*Please delete as applicable. (We may require to PAT test your machine, at our discretion, before use on classes.)

I consent to my details being retained for course related reasons

I have read and understood the terms & conditions stated below:

Signed: _____ Date: _____

*For Staff Use Only Payment Received Confirmation Sent Requirements Sent

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Terms And Conditions *Please detach and keep for your reference.

Bookings

A booking will be made once we receive your booking form and full remittance & in turn you have received confirmation via email, post or phone. Bookings will be on a first come, first served basis.

Cancellations

By Us: Dates of courses may be subject to change. If we have to make unavoidable alterations to our programme you will be informed as soon as possible. An alternative date may be offered or a full refund given.

By You: Once a course has been booked and confirmed we are unable to offer a refund or transfer.