BRITANNIA ELITE · COURSE BOOKING

Corporate Booking Form

Return to info@britannia-elite.com · britannia-elite.com

Use this form to reserve places for your staff. On receipt, our bookings team will return a **tailored quotation** based on your numbers and confirm your provisional allocation of places. **No payment is taken now.** Email the completed form, with your letter of intent if you have one, to **info@britannia-elite.com**.

1 COMPANY DETAILS

COMPANY NAME *

COUNTRY *

COMPANY REGISTRATION NUMBER

TAX IDENTIFICATION NUMBER (TIN)

REGISTERED ADDRESS

2 BOOKING CONTACT

FULL NAME *

POSITION *

EMAIL *

PHONE / WHATSAPP *

3 COURSES AND NUMBERS

COURSE	LEARNERS	PREFERRED INTAKE
Select a course		Select a month
Select a course		Select a month
Select a course		Select a month
Select a course		Select a month
Select a course		Select a month

ADDITIONAL SUBJECTS YOU WOULD LIKE INCLUDED IN THE CURRICULUM

4 INVOICING

INVOICING CONTACT NAME

INVOICING EMAIL

PURCHASE ORDER NUMBER (IF REQUIRED)

REFERRAL CODE (IF ANY)

LETTER OF INTENT

☐ Attached to this email ☐ To follow

5 DECLARATION

BOOKING AND PAYMENT TERMS

1. This form reserves provisional places. **No payment is taken at booking.**
2. Britannia Elite confirms the course start date in writing.
3. An invoice is issued **8 weeks before** the course starts. Full payment is due **4 weeks before** the course starts.
4. Places not paid for by the due date may be released to other learners.
5. Any discount applies only if full payment is received by the due date.
6. Places cancelled after the invoice is issued are charged at 50% of the agreed fee.
7. All learners must be 18 or over at the course start date.
8. Prices are confirmed in your tailored quotation and invoice.

☐ I am authorised to make this booking on behalf of the company named above. *

☐ I have read and accept the booking and payment terms above. *

☐ I agree to Britannia Elite processing these details to manage this booking. Britannia Elite Ltd uses the details on this form to manage your booking, in line with our Privacy Policy at britannia-elite.com/privacy-policy/. *

FULL NAME *

POSITION *

SIGNATURE (TYPE OR SIGN) *

DATE *

WHAT HAPPENS NEXT

1 We quote
Our bookings team returns your tailored quotation within two working days.

2 We invoice
Once your dates are confirmed, we invoice 8 weeks before the course starts.

3 You pay
Full payment 4 weeks before the start date secures your places.

OFFICE USE ONLY

Booking reference | Received | Course date confirmed | Invoice number