**Masterclass Booking Form**

Please complete this form and email it to kim.larkin@ladirectories.com

|  |  |
| --- | --- |
| **Name of Masterclass**  |  |
| **Date and Venue of Masterclass** |  |
| **Name of Local Authority** |  |
| **Purchase Order number** |  |
| **Address for invoice and invoicing email address** |  |
| **Number of delegate places requested** | **Member Rate @ £225 pp** |  |
| **Non-Member Rate @ £295 pp** |  |
| **Name and email address** | **Person 1** | **Person 2** | **Person 3** |
| **Direct telephone number** |  |  |  |
| **Job Title** |  |  |  |
| **Special dietary requirements** |  |  |  |

**Terms and conditions -** Invoices will be issued upon receipt of the PO or one month prior to the service being delivered, whichever is soonest

Cancellations received in writing within –

* 10 days of the commencement of the service delivery date will be charged at the full training fee including any expenses already incurred;
* 11-28 days of the commencement of the service delivery date will incur an administration charge equal 20% of the training fee plus the cost of any expenses already incurred by LADL as a result of this booking.

LADL understands that sometimes circumstances can compromise plans so alternative delegates are accepted; advance notice is appreciated.