**Masterclass Booking Form**

Please complete this form and email it to [kim.larkin@ladirectories.com](mailto:kim.larkin@ladirectories.com)

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| --- | --- | --- | --- | --- | --- |
| **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.