

# **Booking Form for training courses at Bridge House, Trowbridge**

*Please photocopy this form and use one per person*

Surname

First name

Organisation Name:  
Address:  
Telephone number:  
Email:

Course Title	Date	Cost	( ✓ )
Working with an Outcomes Focus	9th October 9.30–4.30	£20	
Introduction to Microsoft PowerPoint 2003	14th October 10.00–12.00	£25	
Introduction to Microsoft Publisher 2003	21st October 10.00–12.00	£25	
Level 2 Award in Health & Safety in the Workplace	23rd October 9.30–4.30	£45	
Patterns in Life	28th October 10.00–3.00	£45	
Introduction to Microsoft PowerPoint 2003	7th November 10.00–12.00	£25	
Level 2 Award in Food Safety	13th November 9.30–4.30	£45	
Introduction to Microsoft Publisher 2003	14th November 10.00–12.00	£25	
First Aid for the Appointed Person	20th November 9.30–4.30	£45	
Dealing with Stress and Difficult Situations	27th November 10.00–3.00	£45	
Desktop Publishing using Publisher Microsoft 2003	28th November 10.00–12.00	£45	
Basic Computer Skills	5th December 10.00–12.00	£25	
Management Committee Roles & Responsibilities	11th December 10.00–2.00	£25	

Is there anything we can do to ensure these courses are completely accessible to you? If so, please give details of how we can help:

Organisation type: Voluntary or Community  Small business  Other

Payment—indicate option

I am enclosing a cheque with this booking form payable to Voluntary Action West Wilts £

I require an invoice, which I understand must be paid 14 days prior to the course date

*Please sign to confirm that you wish to enrol on the above course(s) and understand that the stated fee is non-refundable, unless a minimum of two weeks' notice of cancellation is received.*

Signature

Date

Please return this form to: Bridge House Training, Bridge House, Stallard Street, Trowbridge, Wiltshire BA14 9AE NO LATER THAN 2 WEEKS BEFORE THE COURSE DATE