



Musical Cocktails™ Ltd.

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5 Northwood Way, Northwood

Middlesex, HA6 1AU

Booking Form

Course No. SIB3051

For Sibelius 3 and Cubase VST 5 or SX3 courses

This form should be completed in block capitals. This form should be used for both scheduled and on-site courses.

Conditions of booking

Cancellation of Courses

For cancellation of a booking, or transfer to a later course, there will be no charge if the request is received at least 2 weeks prior to the start date. For cancellation or transfers received 1-2 weeks before the start date, a 50% cancellation/transfer fee is payable. For cancellations received less than one week before the start date, the full fee is payable. Substitutions will be accepted at any time without extra charge.

Musical Cocktails Ltd reserves the right to cancel any course or venue at any time. In this case, the full fee will be returned unless a mutually convenient transfer can be arranged.

For On-Site courses travel expenses are payable at a rate of 37p per mile for our course directors. Should overnight accommodation be required this will be charged with any out of pocket expenses at cost.

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS			
Proposed Course Date			
Course Location			
Course No.			
Course Title			
No. of delegates attending			
Name of delegate(s)			
Name of delegate(s)			
Name of delegate(s)			
Name of delegate(s)			
Name of delegate(s)			
Name of delegate(s)			
Organisation/Company			
FAO (if other than delegate)			
Address			
Postcode		Email	
Tel No		Fax No	
Payment details		Course Fee	
		Mileage accrued @ 37p/mile	
		VAT 17.5%	
		Company VAT Reg. No.	
		TOTAL	
*We enclose our cheque for	£	In settlement payable to Musical Cocktails Limited	
*Please charge to credit card Number		Expiry Date	Name on the card
*To be invoiced, Purchase Order Number		(to be attached)	
<i>*delete as appropriate</i>			
Signed		Print Name	
For and on behalf of		(Company Name)	
Address			
Postcode		Email	
Tel No		Fax No	