

DUDLEY WELFARE RIGHTS SERVICE

Booking form for Training Course

The full fee is payable unless notice is received 3 weeks before course date. If your booking is *within* 21 days of an intended course, & you subsequently cancel this booking, we will endeavour to offer you an alternative course but, if this is not possible, the full fee will still be payable.

Replacement delegates may be made – we would appreciate notification

Fields marked with a asterisk (*) are required

Course & Date*

Name of your Organisation*

Number of delegates Attending*

Names of delegates

1

2

3

4

5

Contact (for correspondence)

Name*

Address*

Postcode*

E-mail*

Telephone*

There are 3 options for payment

Payment from organisations external to the Council should be received before the intended course date

(A) Invoice (Contact for invoice)

Contact for invoice Please tick if same as above

Name*

Address*

Postcode*

E-mail*

Telephone*

Your Budget Code*
(if internal organisation)

B) BACS

Bank Sort Code: 40-19-28

Bank account No: 20950688

Bank: HSBC Bank plc, Dudley branch

Bank account name: Dudley MBC

Please ensure your remittance clearly details the payment – sending electronically to cashoffice.finance@dudley.gov.uk

C) By Cheque – made payable to Dudley MBC

Please write the course title & date, plus your name on the back of the cheque & return to the address below F.A.O. Lisa Crump

Your booking will not be confirmed until we receive the cheque.

Continued

Extra Information

This section can be used to provide names of additional delegates and any other important information such as special needs requirements



Please return form to welfareightsservice@dudley.gov.uk or People Directorate, Welfare Rights Service, Brierley Hill Health & Social Care Centre, 2nd Floor, Venture Way, Brierley Hill, DY5 1RU.