



# Booking Form

Name: .....

Company: .....

Address: .....

Post Code: .....

Tel No: .....

Fax No: .....

Email: .....

**Services Required** (please tick as appropriate)

- Secretarial**                       **Training**                       **Web Design**
- £15 per hour                      £20 per hour\*                      £50 1<sup>st</sup> page, £35 additional pages

Brief description of work to be undertaken

Required by: .....

How did you hear of my service: .....

- |   |   |
|---|---|
| <b>Method of Receipt</b><br>(please tick one)   | <b>Method of Return</b>   |
| <input type="checkbox"/> E-mail<br><input type="checkbox"/> Fax<br><input type="checkbox"/> Post<br><input type="checkbox"/> Collection | <input type="checkbox"/> E-mail<br><input type="checkbox"/> Fax<br><input type="checkbox"/> Post<br><input type="checkbox"/> Delivery |

**Terms of Business**

- All material will be kept confidential and shall not be used or passed to a 3<sup>rd</sup> party
- The ultimate responsibility for typographical errors within work will lie with the client. These can be amended free of charge, however changes in layout will be charged at the normal hourly rate.
- Softcopy files will be kept for a maximum of 6 months after which time they will be deleted, unless otherwise specified.
- Additional charges will apply for collection/delivery and any materials used to produce your work other than by e-mail.
- If sending by post, please ensure you use recorded delivery as I will not be responsible for lost paperwork
- There will be a minimum charge of £5.00
- All invoices to be paid 14 days from date of invoice

Signed..... Dated.....

(by signing this form, you have agreed to my Terms of Business)

Please fax completed form to 01932 429210