



Course Booking Form

Use this form to book places on open programmes featured on N.A.P.'s website www.phlebotomy.org. Current fees are detailed separately and on the website. For each place booked the full fee is required at the time of booking payable to National Association of Phlebotomists. For in house courses an invoice will be issued with joining instructions. Candidates attending open programmes are from a variety of different employers.

Programme title _____	Date _____
Venue _____	Fee enclosed £ _____

Candidate name _____	Membership Number _____	
Candidate address _____		
_____ Postcode _____		
Tel no Home _____	Mobile _____	Email _____

Employer name _____		
Employer contact _____		
Employer address _____		
_____ Postcode _____		
Tel no _____	Fax _____	Email _____

In-house training and group bookings, fees are payable in full 14 days prior to the first day of the course. N.A.P. will advise the maximum and minimum group size. Changes to the nominated candidates can be made at any time prior to the start of a programme subject to the group size minimum requirement (if any) being met. In all cases, in the event of the client cancelling or postponing a booking the following fees will be payable:

- 28 - 15 days prior to the course start 50%
- 14 days or less prior to the course start 100%

In the unlikely event that N.A.P. cancels a programme, which it reserves the right to do, alternative dates or a full refund will be offered.

Return completed form to: Jacqui Hough Ashford Hospital Blood Test Department London Road Ashford Middlesex TW15 3AA

Office use
Payment enclosed _____
Acknowledged by _____ date _____
Joining instructions issued by _____ date _____
Invoice no _____ date _____