



**EAST SUSSEX FIRE BRIGADE
TRAINING CENTRE**

Batts Bridge Road
Maresfield, East Sussex, TN22 2HN
Tel: (01825) 765088 – Fax (01825) 760697

BOOKING CONFIRMATION FORM

Please reserve course places for the following personnel:

(PLEASE COMPLETE IN BLOCK CAPITALS)

	NAME	COURSE TITLE	COURSE DATE
1			
2			
3			
4			
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12			

Payment to be made to East Sussex Fire Authority on receipt of invoice for: (Alternatively pre-payment by cheque is accepted) Please quote V.A.T. Reg. No. (If applicable):	£
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Company Name:

Full Address:

Tel. Number(s):

Contact Name:

Signed Date

Please complete in full and return to Raj Baksj, Commercial Training Manager, at the above address.

Booking Information

The number of students is limited – early booking is advised. Provisional reservations may be made by telephone and are subject to written confirmation. (eg: A fully completed copy of this form or an official company purchase order).

The East Sussex Fire Brigade Training Centre reserved the right to cancel courses and will either refund any fees paid or substitute alternative arrangements.

You may substitute an alternative participant free of charge at any time. Please advise us of any changes as quickly as possible. Please note that we reserve the right to charge a cancellation fee: For any cancellations made within 20 working days of the course date, 50% of the course fee is chargeable. In the case of non-attendance the full fee is payable.