

# General Information

The Course Fee is per person (Non residential). The cost of the course is inclusive of all basic materials and use of equipment. Lunch is provided each day. Residential places are available. The fee for accommodation (full board) is additional to the course fee and would normally enable a student to arrive Sunday evening and not depart until the Saturday morning if they so desire.

All courses are offered subject to availability, and places are to be agreed prior to booking.

Five Day courses run from Monday until Friday.

Two Day courses are by agreement.

Each day will commence at 9 a.m. and finish at 5 p.m. Lunch will normally be taken at 1.00 - 2.00.

## BOOKING PROCEDURE.

Make a telephone reservation (01953 718348) in the first instance, stating the course dates and if you require a residential place. All telephone reservations will be held for 10 (ten) days. After making your reservation please complete the booking form opposite, then detach and return to the address below with your deposit (Non-refundable). It should be sent to arrive within the 10 days allowed. A receipt will then be issued for the deposit and the course dates confirmed. The balance is due two weeks prior to the commencement of the course.

**Alan Fitch**

A Binder of Books - A Teacher of Bookbinding

Jireh, 14 West Harling Road, East Harling, Norfolk, NR16 2SL

01953 718348

# Booking Form

(Each person attending to complete a booking form)

Name.....

Address.....

.....Postcode.....

Email.....Tel.....

Telephone reservation made on.....

Date of Course .....

- |                          |                                   |                          |                                  |
|--------------------------|-----------------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Basic Course                      | <input type="checkbox"/> | Full Leather Course              |
| <input type="checkbox"/> | Refresher / Repair Course         | <input type="checkbox"/> | 2 Day Course                     |
| <input type="checkbox"/> | Residential place required.       | <input type="checkbox"/> | Other (Please tick as required.) |
| <input type="checkbox"/> | I will not require accommodation. |                          |                                  |

MEALS: dietary needs, dislikes, allergies etc:

**N.B. All students attending the course do so at their own risk and Alan & Grace Fitch cannot accept any responsibility for any damage, loss, or injury to any person or their property whilst attending the course.**

I enclose (1) A non-refundable deposit of £50

(2) The complete course fee (Please delete as applicable)

Total enclosed £.....

(All fees must be paid in pounds sterling.)

Please make all cheques payable to 'Alan Fitch'.

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