STIF provider course
REGISTRATION AND ORDER FORM FOR MANUALS

Course centre

please complete this section

Course date 1: STIF FOUNDATION DAY
Avoiding July/ August/ early September

Course date 2: STIF PLUS DAY
Avoiding July/ August/early September

Course venue

Course director

Course director email address

Contact name of local course administrator: in the event of registration enquiries

Tel no:
Email address:

Recipient name and delivery address for materials:

PLEASE PROVIDE PRECISE INVOICING
INSTRUCTIONS and ADDRESS eg
Official order no/reference to quote on the invoice:

To whom should the invoice be addressed (if
different from course director), incl full postal address

Please supply the following items

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Number required</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF CORE</td>
<td>£25 per student</td>
<td></td>
</tr>
<tr>
<td>Course registration incl manual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STIF PLUS</td>
<td>£25 per student</td>
<td></td>
</tr>
<tr>
<td>course registration incl manual</td>
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</tbody>
</table>

The invoice will be sent to the course director. The course director should pass it to the appropriate funding department for payment.

Please provide the following documentation with this form to support STIF course registration:

◎ A copy of the course flyer
◎ A copy of the course programme (draft at this stage will suffice, showing the proposed/participating speakers

Course Director’s Signature: Date:
Terms and conditions

- Orders may be submitted at any time but please note that manuals cannot be despatched until the programme and faculty have been approved – a proposed course programme must be submitted with the order form, together with your promotional flyer showing the delegate registration fee.

- You will be invoiced within 28 days of after your course has finished.

- An official order number should accompany this form. In the absence of an order number the course director will be held responsible for settling the account.

- None of the above prices are subject to VAT.

PLEASE COMPLETE AND RETURN TO

SUE BIRD
BASHH STIF Secretariat
PO BOX 77
East Horsley
KT24 5YP
STIF@suebird.biz