

COSTSMASTER TRAINING - BOOKING FORM

Company Name:

Address:

Telephone:

DX:

Email:

Contact Name:

Date of training:

How many people will be attending the training?
(if unsure please quote minimum and maximum numbers)

What training facility do you have?
(i.e. separate room, open plan office etc)

How many computers will be available in the training room?
(we will be able to provide a limited number of laptops)

How many power points are there in the training room?

Do fee earners use a dedicated computer or do they share with other fee earners?

Please return the form to:

CostsMaster Limited
Training Department
Ardenham Lane House
Ardenham Lane
Aylesbury
Bucks
HP19 8AA

NB: Please remember to enclose individual questionnaires for the maximum number of people when returning this form