

# Course Booking Form

## Course Title:



This is an interactive form. Please complete by typing into the fields and send electronically via the submit button.  
Email: [aea@sunderland.gov.uk](mailto:aea@sunderland.gov.uk)

Which Local Authority or Organisation do the people detailed below work at?

Local Authority / Organisation

Address

Please list the people who are to attend the course. We confirm all bookings via email, so make sure an email address is supplied for each person.

**If you do not receive an email acknowledgement from us within a week please contact us [here](#).**

1 Full name and Surname  Venue and Date

Email Address  Telephone

Postal Address for delivery of course notes \*  Special requirements

2 Full name and Surname  Venue and Date

Email Address  Telephone

Postal Address for delivery of course notes \*  Special requirements

3 Full name and Surname  Venue and Date

Email Address  Telephone

Postal Address for delivery of course notes \*  Special requirements

4 Full name and Surname  Venue and Date

Email Address  Telephone

Postal Address for delivery of course notes \*  Special requirements

By submitting this form you **AGREE** to the Association of Electoral Administrators collecting and holding your personal data in accordance with the terms of their Privacy Statement.

\*Delivery of our course notes are by our third party electoral supplier.

	Standard Course Fee	Fee per Delegate	Total Includes (20% VAT)
<input type="checkbox"/>	AEA Member		
<input type="checkbox"/>	Non Member(s)		

Total Amount Due

Terms and Conditions and the AEA Cancellation Policy for this booking can be found here on the AEA Website.

The AEA privacy policy can be viewed [here](#).

The Association **does not** accept payment by cheque. An invoice will be issued for the cost of your booking. Please include an order number below if applicable.

Invoices To

Order number

A Company Limited by Guarantee – Registered in England and Wales No.2406897  
Registered Office: Harance House, Rumer Hill Road, Cannock, Staffs WS11 0ET

**Submit**  
By clicking here you can submit your form by email if using Acrobat.  
If not please email form as an attachment to [aea@sunderland.gov.uk](mailto:aea@sunderland.gov.uk)