



## 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)

<b>Local Authority / Organisation</b>	
<b>Address</b>	

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 acknowledgment from us within a week please contact us [aea@sunderland.gov.uk](mailto:aea@sunderland.gov.uk)**

<b>1. Full name</b>			
<b>Email address</b>			
	<b>Course 1</b>	<b>Course 2</b>	<b>Course 3</b>
First preference			
Second preference			
<b>2. Full name</b>			
<b>Email address</b>			
	<b>Course 1</b>	<b>Course 2</b>	<b>Course 3</b>
First preference			
Second preference			
<b>3. Full name</b>			
<b>Email address</b>			
	<b>Course 1</b>	<b>Course 2</b>	<b>Course 3</b>
First preference			
Second preference			

No of attendees	Member / Non member	Course fee	Total includes (20% vat)
	AEA Member		
	Subsequent Member		
	Non Member		
<b>Total amount due</b>			

Terms and Conditions and the AEA Cancellation Policy can be found on the [AEA Website](#).  
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.

<b>Invoices to:</b>	
<b>Email for invoices:</b>	
<b>Order number:</b>	

### 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)

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](#).