

Please photocopy and complete for each course booking

Please reserve a place(s) on:

Course Title: \_\_\_\_\_

Cost Per Place: \_\_\_\_\_

No of places: \_\_\_\_\_

*(The following information will be used for administrative purposes only.)*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Tel no: \_\_\_\_\_

Authorisation: \_\_\_\_\_  
(Head/INSET Co-ordinator)

Date: \_\_\_\_\_

Cost: \_\_\_\_\_

Total Amount: £ \_\_\_\_\_

**I wish to pay by:**

**Cheque** (please enclose)  
Payable to Birmingham City Council

**Official Order**  
(please attach)

**Community Day Nurseries & BSS:**

Deduct from entitlement

**We will confirm your place(s) on the receipt of your booking and forward map/location/transport details**

**Ways to register:**

By fax: **0121 464 1852**

By post: **Schools Library Service, Ellen Street,  
Hockley, Birmingham, B18 6QZ**

By tel: **0121 464 1900**

website: **www.schoolslibraryservice.co.uk**

e-mail: **sls@birmingham.gov.uk**

**Cancellations**

Full payment is due unless SLS is informed in writing (fax or letter) 7 days before course date

[www.schoolslibraryservice.co.uk](http://www.schoolslibraryservice.co.uk)

[sls@birmingham.gov.uk](mailto:sls@birmingham.gov.uk)

Tel: 0121 464 1900 Fax: 0121 464 1852

*Schools Library Service,  
Ellen Street, Hockley,  
Birmingham, B18 6QZ*