

PO request to confirm booking agreement

Event name:		
Booking agreement statement		
<p>A booking agreement form should be completed when the 'invoice' option is selected to attend a Guy's & St Thomas' NHS Foundation Trust event. Please note, GSTT will not submit any invoice without first receiving a Purchase Order (PO) number from your organisation.</p> <p>Please ask your organisation, who is accepting the event charges on your behalf to complete the form in full prior to the event and return it to england.stpn@nhs.net</p> <p>Failure to provide a PO number prior to the event will result in a cancellation notice.</p>		
Delegate details:		
Full name:		
Position:		
Organisation:		
Email:		
Manager/authoriser contact details:		
Full name:		
Position:		
Email:		
PO authorisation details:		
PO number:		
Billing address:		
Billing contact:		
Position:		
Billing address:		
		Postcode:
Email:		
Phone number:		

Please note; candidates choosing the invoice or cheque option will be reserved until the appropriate form or cheque is returned to Evelina London Education. We reserve the right to cancel your booking if you do not return your completed form in full prior to the event.