**Fair Futures CIC booking form**

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| **Booking required:****SLA Whole school assessment** **Home visit Interpreter GCSE language examiner Tutoring****Dual language assessment EAL/SEN assessment Teaching**  |
| **Date form completed:**  |
| **Full Name of person making the booking:**  |
| **School/ Organisation** **Name & Address:**  |
| **School/ Organisation** **Email Address:**  |
| **Contact for invoice** **Name:**  |
| **Contact for invoice** **Email Address:**  |
| **Purchase Order Number:** **(Please contact your Business Manager)**  |
| **BOOKING DETAILS (if appropriate)** |
| **Appointment Date:**  |
| **Appointment Times:**  | **From:**  | **To:**  |
| **Appointment Venue** **Name & Address:** **(if different from above)**  |
| **Purpose of Appointment:** **(please provide details including any perceived risks)**  |
| **Language(s) Required:**  |
| **RECORD OF WORK COMPLETED (if appropriate)** |
| **Staff carrying out work:**  |
| **Actual Start/Finish Time:**  | **From:**  | **To:**  |
| **Signature:** **(on the appointment day)**  |
| **Full Name:** **(of the person signing)**  |

**Important:** Please note that any change or cancellation by the person/organisation making the booking may still incur a charge, depending on the notice period given.

Please email the completed form to Fair Futures CIC fairfutures@outlook.com

Tel: 07731 402276

Address: 17 Broad Street, Bury BL9 0DA