Logo, company name

Description automatically generated**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](mailto:fairfutures@outlook.com)

Tel: 07731 402276

Address: 17 Broad Street, Bury BL9 0DA