

24-27 White Lion Street, London N1 9PD

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Email: info@baat.org
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**Invoice Request Form**

If you would like to be invoiced and are not a BAAT member, **the person attending the course** will need to create a free BAAT booking account by registering via our website here: <https://baat.org/register/>

If you’d like to pay by card, please book via the website, and use a company card at checkout. For invoice payments we charge an additional, non-refundable £20 admin fee. **Please note:** In the case of unpaid invoices, we will be unable to process any future booking requests for an organisation (for any attendee) until **ALL** outstanding invoices are paid.

**Details of Course/Event and Attendee Details:**

|  |  |
| --- | --- |
| **Attendee(s)’ Name:**  |  |
| **Attendee(s)’ title:**  |  |
| **BAAT Account No (5-digit number) and registered email address:** |  |
| **Name and date of course/event:** |  |
| **Cost of course/event:***An additional* ***£20 admin fee*** *will be added to your total on your invoice* *(this applies per person/per booking).* |  |

**Invoice addressed to:**

|  |  |
| --- | --- |
| **Company Title for invoicing**  |  |
| **Name of Contact for invoicing:**  |  |
| **Position held in company/organisation** |  |
| **Company Details:** **Address** **Town / City** **Post Code**  |  |
| **Contact Phone Number:**  |  |
| **Email address to receive invoice and remittance advice:**  |  |
| **Finance/Account Payable Email:** |  |
| **Finance/Account Payable Contact Phone Number:**  |  |
| **PO Number to match invoice (if applicable)**  |  |