

BOOKING FORM

Company: _____

Contact name: _____ Contact tel no: _____

Email: _____

Company Address: _____

_____ Post Code: _____

Main tel no: _____ Fax no: _____

Project Booking

Project title: _____

Project scope and requirements: _____

Booking date: _____

Please note that any extra charges such as postage, telephone calls, non-standard materials etc will be charged at cost. Clear arrangements will be made so the client knows exactly what costs will be incurred.

Authorised signature: _____ Date: _____

Print name: _____

Please return booking form via email to: debra@virtualise-it.co.uk

We reserve the right to charge 3% interest per month on overdue accounts. Monthly retainers must be paid in advance.