**Selmas booking pro forma**

**To Scottish Educational Leadership, Management and Administration Society**

**49 Acredales**

**Linlithgow**

**West Lothian EH49 6HY**

**SELMAS Forum, 15 May 2014**

From: (Please insert name of organisation making booking and address to which invoice should be sent.)

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Please accept this as a booking for …………… places at the SELMAS Event name, Date.

Name/s and email address/es of delegate/s:

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SELMAS’s preferred payment method for these places, once invoiced, is by cheque. Payments may also be made by BACS transfer. Please note that all payments must be made 14 days in advance of the event. Please advise how you intend to make payment: BY CHEQUE / BY BACS TRANSFER (delete as appropriate).

Please indicate the name of the person in your school/ organisation responsible for the payment:

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