

# Site Visit Order Form

<b>Number of Attendees</b>	
Number of Days @ £645+vat / day Payment in full is required with order.	

Name	
Signed	
Date	
For and on behalf of (Company Name)	

Our preferred dates are:-

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We will contact you in order to arrange the actual date(s).

On site visits can be customised to cover a particular area of the software, or can consist of an overview of the use of the software from initial Lead creation through to Service Call logging. Please note however that training days cannot be used for the customisation of reports or creation of new reports. If these are required please complete and fax a Report Modification/Creation Request form available on our web site

If you have preferred topics that you would like to cover, please itemise them below:


**Terms of Booking.**

Cancellation/Change of Appointment by Customer – 5 working days or more prior to appointment – no charge, 4-2 working days prior to appointment 25%, less than 48 hours before appointment 100%.

Change of Appointment by Ab Initio – no charge.

Payment in full is required with order.

Your signing of this order form indicates acceptance of these terms.