

**Sensory on the go LTD: School Booking Request Form**

School Name:	
Address:	
Telephone:	
Email:	
Number of pupils? (Up to 5 pupils)	
Service Required: (Service stated on website)	
Booking date (s) requested:	
Best way and time to make contact:	
Comments:	
Name of person making request:	
Email:	
Date	
Signature :	

Please read booking terms and conditions before returning this form to  
[francillia.ot@sensoryonthegold.co.uk](mailto:francillia.ot@sensoryonthegold.co.uk)

## **Booking Terms and Conditions**

\*Please complete a booking request form and send back via email before paying a deposit or making full payment\*

\*Deposits and payment plans are available please discuss with the OT. If agreed with the Occupational Therapist to pay a deposit, a 30% deposit is required to secure any booking. All Deposits are non-refundable. Full balance is due 5 working days before the session or visit is due to take place otherwise the booking will be cancelled\*

\*All bookings are non-refundable unless stated\*

\*Booking changes within 5 working days are subject to availability and will be charged at the rate of £25.00 to change the date of the booking\*

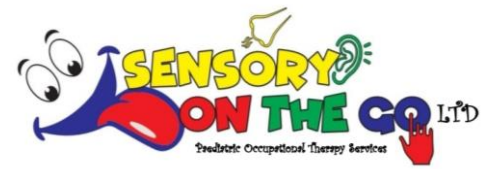
\*Booking changes made 5 working days or more before the session are free but subject to availability\*

\*Booking cancellations 5 working days or more before the session or assessment will receive a 50% refund of the full amount paid (this does not include if you have only paid a deposit. Deposits are non-refundable)\*

\*Any booking cancelled within 4 working days of when the session or visit is due to take place will be charged at the full rate of the session\*

\*If sessions are cancelled by the Occupational Therapist you will receive a 10% discount when the session is rebooked\*

\*All school services will need to fill out a booking form for OT to make contact and an invoice will be sent for payment\*



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