



Harlow & Surrounding Areas
"Learn, Laugh, Live"

Outings – Individual Receipt and Itinerary Form

Group Name: _____ Organiser: _____

Date of Visit: _____ Trip Name: _____

Coach/minibus provided by:

	Coach Pickup Points	Departure Time
1		
2		
3		

Amount Paid: £ _____ (cheque / cash*delete as applicable)

Names Places Reserved For: _____

Number of Places _____

Please notify at time of booking the pick up point where you wish to board the coach (if there is a choice). You must notify any changes to this arrangement at least 48 hours before the day of visit.

Should you find that you are unable to attend the trip please contact the organizer asap. Once payment is made it cannot be refunded.

Form Updated May 7th 2020