

The following information is required by our Finance Department in order for your booking to be confirmed.

**Your organisation details**

|                               |  |
|-------------------------------|--|
| Name of organisation          |  |
| Full address                  |  |
| Telephone number              |  |
| Email address of organisation |  |

**Details of person or department responsible for processing payments for the organisation (accounts payable)**

|                  |  |
|------------------|--|
| Contact name     |  |
| Email address    |  |
| Telephone number |  |

**Details to appear on invoice**

Please note that the name and address of the person that booked the room will automatically appear on the invoice. If you require different information to appear on your invoice please complete this below.

If your organisation has specific invoicing requirements or systems please attach these to your email along with this form.

|                                  |  |
|----------------------------------|--|
| Name                             |  |
| Full address                     |  |
| Telephone number                 |  |
| Email address to send invoice to |  |

**Purchase order / reference details**

|  |     |    |
|--|-----|----|
| Do you require a purchase order number or other reference to appear on your invoice?                               | Yes | No |
| If yes, please supply this here.<br>Please note, we will be unable to confirm your booking until this is received. |     |    |

How will we use the information about you?

We will process your request for a service from Community Action Suffolk and manage any account you have with us.

This information may be shared within Community Action Suffolk and its subsidiary companies but will never be shared for marketing purposes outside our group of companies. Further information on how we treat your personal data and our group of companies can be found on our privacy policy [here](#).