

# Private Examination Centre Date Booking Form



Return to:

**FAO Examinations  
LAMDA  
155 Talgarth Road  
London  
W14 9DA**

Your Centre Code:

If a new unregistered centre write new

Full Name of  
Centre Organiser:

X = Existing Organiser

X = New Organiser

I wish to book the following date (s) for the above Private Examination Centre

Session *	TERM Autumn = Aug-Dec Spring = Jan-Apr Summer = May-Jul	DATE (S) REQUESTED				
		Estimate of <u>Examining Hours per day</u>	Day (s) of Week (e.g. Monday)	Date (s)	Month	Year
e.g.	Autumn	6.5 12.0	Monday Tuesday	5 6	October	2008
1						
2						
3						

Should your first choice of date (s) not be available please enter a second choice of date (s)

1						
2						
3						

I have booked \_\_\_\_\_ session (s) \* x £50.00 = Total Due £ \_\_\_\_\_  
And made payment by (please tick)

Cheque made payable to LAMDA Ltd  
 Credit / Debit card details on the reverse  
 PayPal to [OESpaypal@lamda.org.uk](mailto:OESpaypal@lamda.org.uk) quoting centre number

\* A session is defined as one or more consecutive days of examinations or where a centre has two or more separate days of examinations within 7 days from the first date

If you wish to provide us with any additional information regarding your session please complete the section on the reverse of this form

If you require a receipt, enclose a stamped addressed envelope

For LAMDA Examinations Department use:

Date Received	Fully Booked Letter	Payment Letter	Examining Hours Letter	Last Followed Up
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# Credit / Debit Card Payment Instruction to LAMDA



Return to:

**FAO Examinations  
LAMDA  
155 Talgarth Road  
London  
W14 9DA**

<b>Centre Code</b>		<b>Exam Session Date</b>								
<b>Candidate Name (if applicable)</b>			<b>Candidate Pin Number</b>							
<b>Name as printed on card:</b>										
<b>Cardholder's billing Address:</b>										
<b>Billing Postcode</b>										
<b>Contact telephone number:</b>		<b>Contact fax number or e-mail:</b>								
<b>Card number</b>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
<b>Valid from date:</b>			<b>Expiry date:</b>							
<b>3 digit Security code: On signature strip</b>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<b>Switch issue no: (if applicable)</b>				
<b>Card type:</b>	Visa Debit / Visa Credit / MasterCard / Maestro / Switch / Delta / Solo									
<b>Payment:</b>	<b>Booking Fee / Examination Fees / Publications / Other</b>	£								
	<b>Plus card transaction fee:</b>	£	1.00							
	<b>Total amount payable:</b>	£								

I the card holder authorise LAMDA to debit the above card with the total amount payable

<b>Card Holder Signature:</b>		<b>Date:</b>	
<b>Please provide any additional information below:</b>			

For LAMDA Examinations Department use:

Authorisation Number	Processed By	PDQ Transaction Number	Transaction Date	LES reference
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