

## TRAINING MATERIAL ORDER/RESERVATION FORM

COSCA Counselling Supervision Course  
COSCA Further Steps in Counselling Skills (Volume I) Course  
COSCA Group Counselling Skills Course

**Please note:**

1. A minimum of 3 weeks notice is required in order to ensure delivery by your required date.
2. Please send your order to [christina@cosca.org.uk](mailto:christina@cosca.org.uk) or [danielle@cosca.org.uk](mailto:danielle@cosca.org.uk) or by post to the above address.

|   |   |
|---|---|
| <b>RESERVATION OF HANDBOOKS</b><br>You can reserve the estimated number of handbooks for your course by completing this form. You should advise COSCA of the confirmed numbers when known and they will be despatched to you. | <i>Please tick if this is a Reservation Order</i> |
|---|---|

|                        |  |
|------------------------|--|
| <b>CONFIRMED ORDER</b> | <i>Please tick if this is a Confirmed Reserved Order</i> |
|------------------------|--|

**Please complete the following:**

|                                    |  |
|------------------------------------|--|
| <b>Date Order Sent to COSCA</b>    |  |
| <b>Name of Training Provider</b>   |  |
| <b>Official Purchase Order No.</b> |  |

|                         |                                       |
|-------------------------|---------------------------------------|
| <b>DELIVERY ADDRESS</b> | <b>INVOICE ADDRESS (if Different)</b> |
| <b>TELEPHONE NO.</b>    |                                       |
| <b>EMAIL ADDRESS</b>    |                                       |
| <b>DATE REQUIRED BY</b> |                                       |

|  |  |   |
|--|--|---|
| <b>COSCA COUNSELLING SUPERVISION</b>             | <b>Handbook for Trainer/Participant</b> <b>£35.00</b><br><b>Number Required</b> <input type="text"/> |   |
| <b>COSCA FURTHER STEPS IN COUNSELLING SKILLS</b> | <b>Participant Handbook</b> <b>£15.00</b><br><b>Number Required</b> <input type="text"/>             | <b>Trainers Pack</b> (1 x Trainer Handbook + 1 x Participant Handbook) <b>£70.00</b><br><b>Number Required</b> <input type="text"/> |
| <b>COSCA GROUP COUNSELLING SKILLS</b>            | <b>Participant Handbook</b> <b>£17.00</b><br><b>Number Required</b> <input type="text"/>             | <b>Trainers Pack</b> (1 x Trainer Handbook + 1 x Participant Handbook) <b>£70.00</b><br><b>Number Required</b> <input type="text"/> |

**Correctly despatched orders are non refundable. There will be a charge for carriage.**