

## Autism training events

### *Paying by invoice*

- To pay by invoice using our online booking system please click the booking link for the course you wish to attend, after completing your details click the 'Calculate Order' button – this will take you to the payment options, click the option to pay by invoice.
- After completing the booking process a confirmation email will be sent to the email address used in the booking, this email will also contain your invoice. Please ensure it is forwarded to your finance department if necessary.
- If you would like to book multiple people onto the event please note that you need to complete the process with a unique email address for each delegate, however you can use the same purchase order number (if available).