

## Order form for Pre-ordering places on TAASK courses UPDATED Dec24

This form can be prepared by the course leader having agreed with the department pre-ordering course places, on how many places are required.

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| Name and dates of proposed course and course leader: | e.g. TAASK IVA Express, Lund 2024-April-12, 13, 14. |
| Number of course days: | e.g. 3 |
| Name of course leader: | e.g. Åsa J |
| Name of department pre-ordering places: | e.g. Dept of Anaesthesia, Ystad |
| Invoice details including reference number for e-invoice: |  |
| Number of places to be pre-ordered each course day: | Anesthesiologists (ST or specialist) : e.g. 1 Nurse anesthetists: e.g. 1 OP-nurse or auxiliary nurse: e.g. 0 |
| Course fee per day: | Physician: e.g. 4000 SEK Nurse or auxiliary nurse: e.g. 2500 SEK |

## Calculate sum of Course fees:

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| --- | --- | --- | --- | --- |
| No. course days | x | Sum of daily course fees | = | Total fee to be invoiced |
| e.g. 3 | e.g. 4000+2500 = 6500 SEK | e.g. 19500SEK. |

## Formal request to Pre-order course places

To be signed by the abovementioned manager.

My department would like to pre-order the above number of course places.

An invoice for the course places will be sent as confirmation within 6 weeks.

Pre-ordered places cannot be cancelled by the ordering department, but may be given to another department or put up for sale via TAASK:s webportal.

In the case of the course host cancelling the course, any prepaid course fees will be refunded.

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| Name, place: |  |
| Signature, date: |  |

**Instruction**: Fill in this form, print out and sign, or sign electronically, then send the course leader, who will forward it to the TAASK Secretariat so that the course can be definitely confirmed.