

**SCOTTISH PHOTOGRAPHIC FEDERATION**  
**SPF CUSTODIAN - RECORDED LECTURE SERVICE**  
**BOOKING CONFIRMATION FORM**

**Delete As necessary**

Recorded Lecture / Competition / Portfolio / Salon / Other (please specify) \_\_\_\_\_

TITLE / YEAR \_\_\_\_\_

CLUB/SOCIETY \_\_\_\_\_

DATE REQUIRED \_\_\_\_\_

**NAME OF PERSON MAKING BOOKING** \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**DELIVERY DETAILS IF DIFFERENT FROM ABOVE**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

BOOKING FEE ENCLOSED £ (CHEQUE OR PO MADE OUT TO S.P.F.)

PLEASE INCLUDE AN SAE WITH THE ADDRESS OF THE BOOKING OFFICER AND ONE ADDRESS LABEL WITH THE DETAILS OF THE DELIVERY ADDRESS WHEN SENDING THIS BOOKING CONFIRMATION FORM TO HELP MAKE THE CUSTODIANS WORKLOAD LIGHTER

**OFFICIAL USE ONLY**

DATE CONFIRMATION RECEIVED \_\_\_\_\_

DATE ACKNOWLEDGEMENT SENT \_\_\_\_\_

**POST DATE FOR ITEM**

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TO CLUB / SOCIETY \_\_\_\_\_

I acknowledge receipt of your confirmation booking for \_\_\_\_\_  
on \_\_\_\_\_

The item will be posted on \_\_\_\_\_ to Name of Recipient \_\_\_\_\_

PLEASE CONTACT ME ON \_\_\_\_\_ TO CONFIRM CORRECT DELIVERY  
DETAILS

SIGNED \_\_\_\_\_ CUSTODIAN DATE \_\_\_\_\_

**P.T.O. FOR BOOKING INSTRUCTIONS**

## BOOKING INSTRUCTIONS

1. In the first instance contact the custodian to check availability of the item required.
2. A verbal booking will be held for 14 days to allow receipt of booking confirmation form.
3. If no booking confirmation form has been received and the custodian has not heard from the person making the booking within the 14 days he will be free to agree to other clubs getting the same material.
4. On receipt of the booking confirmation form the Custodian will return the booking acknowledgment section to the person making the booking within 14 days of receipt.
5. The club officer making the booking will contact the custodian on the date set down by the custodian to confirm the details of the delivery address.

The current SPF Custodian's Details are as follows –

Allan Gawthorpe,  
24 Bloomfield Place, Aberdeen AB10 6AG  
01224 593043  
[abgawthorpe@hotmail.co.uk](mailto:abgawthorpe@hotmail.co.uk)