



Chaucer College

## Short-Stay Group Quotation

### COMPANY INFORMATION

Company Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_

1<sup>st</sup> Line of Address: \_\_\_\_\_ 2<sup>nd</sup> Line of Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### COURSE DETAILS

Group Name: \_\_\_\_\_ Course: \_\_\_\_\_

Course Dates: \_\_\_\_\_ No. of Nights/Weeks: \_\_\_\_\_

Estimated no. of students: \_\_\_\_\_ Student Ages: \_\_\_\_\_ No. of Group Leaders: \_\_\_\_\_

No. of lessons/hours of tuition: \_\_\_\_\_ No. of full day trips: \_\_\_\_\_ No. of Half Day trips: \_\_\_\_\_

Accommodation No. of Residential: \_\_\_\_\_ No. of Homestay: \_\_\_\_\_

#### Transfer Information

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Airport: \_\_\_\_\_ Flight Number: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Airport: \_\_\_\_\_ Flight Number: \_\_\_\_\_

Notes (Please state specific course requests. For example, lesson content, trips, activities etc.):

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for the teaching  
of English

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