

Documentation - Sample Letter:

INFOSPEED LANGUAGE SCHOOL

Tel: + 44 (0) 1202 734363

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Email: support@infospeed.co.uk

To: Agent.....

Student Booking Confirmation:

Name: **Agudelo, Luis G**

DOB: 01/Jan/75 Age: 23

Country: Colombia

Arrival/Depart: **05/Jan/98 - 19/Jan/98**

Course Name	From	To
Bmth Cambridge Exam Course	05/Jan/98	16/Jan/98

Accommodation	From	To
Home Stay Single - B&B + Evening Meal	05/Jan/98	19/Jan/98

Special Request: Doesn't eat cheese

Accommodation Details (if Booked):

Jan Able

13 Centre Avenue

Charminster

Bournemouth

Tel: 2651952

Accommodation Profile:

Mr and Mrs Able are a retired couple who live on their own. They enjoy a variety of interests including reading, music, gardening and sightseeing.

Transfer (if Requested): Arrival Taxi Pick Up - Heathrow to Host Family 05/Jan/98

An infinite number of document layouts can be set up in Word. Class has 2500 merge fields.

Formatting is controlled by Word.

Documents: Enquiry letters, labels, confirmation documents, visa applications, certificate of enrolment, certificates, agent letters, host family letters etc etc.