

Booking form



Please fill out all of the sections below and send your form to us via email at fluvac@bupa.com to book your flu vaccinations. If you've got any questions, just give us a call on **0345 6090 115***.

1. Your company details

Company name

Bupa flu vaccination account number (if known)

Bupa account manager

Company address

Postcode

Nearest public transport links

Completed by

Date completed

D	D	M	M	Y	Y	Y	Y
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Main contact

Additional contact

In case the main contact can't be there to meet our nurse on the day, please give us the details of another contact who will be. This is needed for each site under a multi-site booking.

Title

Title

Name

Name

Position

Position

Telephone number plus extension

Telephone number plus extension

Fax

Fax

Email

Email

2. Your invoice details (If different from main contact/broker contact)

Name

Position

Company address

Postcode

Telephone

Fax

Email

Invoice notes *(Please let us know if there's anything you need to be shown on your invoice such as a PO number)*

3. Your booking details

Is this your first time booking flu vaccinations with us?

Yes

No

How many full days do you need?

(Our nurses can administer 140 vaccinations in one full day)

How many half days do you need?

(Our nurses can administer 70 vaccinations in a half day)

Would you prefer a morning or afternoon session?

What's your preferred clinic date?

D	D	M	M	Y	Y	Y	Y
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Please give full details on the multi-site form and send it along with this form, if relevant

Approx. total number of employees

Total number of vaccines needed

Do you need pharmacy vouchers?

If yes, please tell us how many you need:

Yes

No

Note: Our vouchers can be redeemed for a flu vaccination at one of our many participating pharmacies nationwide and are non-refundable.

Would you like to use our online booking system for your employees to book their timeslot?

Yes

No

Please note you'll need to pay for the number of vaccines booked, even if there are some left over on the day. This is because we can't use vaccines again.

4. Your site details

Please confirm that all sites are suitable for the nurse and your employees on the day.

Yes

No

The room should have:

- two chairs
- a small table
- a phone
- a waiting area with chairs outside
- curtains or blinds on windows for privacy
- a large bin for waste paper

Yes

Please note we'll need the room to be big enough to fit all of the above, plus space for employees to lie down if needed.

The nurse will be introduced to a contact on the day who can help with any problems.

Yes

The nurse will be introduced to the first-aider on the day.

Yes

Please tell us a bit about where the nurse will be working (eg office environment or factory) and if there are any potential risks.

If the nurse will need to wear any protective clothing on-site, please give us the details and tell us if you'll provide these.

5. How did you hear about this service?

Website

Email

Telephone call

Recommendation

Other
