



(Please note that your club may have been allocated budget to spend on transport, but if not then individuals will need to fund this themselves)

Berkeley's Coach Booking Procedure

1. Contact Berkeley's directly via

Telephone: 01761413196

Email: mail@berkeleycoachandtravel.co.uk

With the following information:

- *Date of travel:*
- *Amount of people travelling - leave time (Bath):*
- *Time of return travel:*
- *Destination*

2. Berkeley's will then reply with a quote price (*Please note this is not a confirmation of booking*).

3. You will then need to email this to subathsport@bath.ac.uk and if we have approved this transport we will respond with a PO (purchase order) number.

4. You will then need to send this PO number to Berkeley's and this will confirm your booking once you hear back from Berkeley's.

