



Promote Training Ltd.

3 Waylands Road, Tiverton, Devon, EX16 6UT

Tel: 01884 242362, Mob: 07793316129

E-mail: info@promotetraining.com

www.promotetraining.com

TRAINING COURSE BOOKING FORM

COURSE DETAILS

Course Name

Course Date

DELEGATE DETAILS

Surname

Forenames

Known as

Title

Company/Organisation

Address for correspondence

Postcode:

Invoice address

Postcode:

Telephone No

Fax No

Mobile No

E-Mail Address

DELEGATES E-Mail Address

Job Title

FEE

Purchase Order No (if applicable)

How to book:

Fill in the booking form below, stating which course you are attending and on which date. Use one form per person per course. Please feel free to print or photocopy this form for additional bookings. Post or e-mail to:

Promote Training Ltd

3 Waylands Road

Tiverton

EX16 6UT

Tel: 01884 242362

Email: info@promotetraining.com

Booking Conditions:

It is a condition of booking that payment must be made at least 7 days **before** the date of the course. Joining instructions will be forwarded direct to delegates approximately 1 week before commencement of the course, provided payment has been received.

Invoicing:

Invoices will be issued 7 – 10 days prior to the start date. Electronic payments are preferred (details will be supplied on invoice), cheques are accepted and should be made payable to 'Promote Training Ltd'.

Cancellation & Transfer Policy:

If you have to cancel your booking please send us a written cancellation by letter, fax or email **not less than 7 calendar days before the course commences**. Cancellations later than 7 days before cannot be accepted and the full fee will be payable. Failure to attend the course will be regarded as a late cancellation. If you wish be transferred to another course, please provide a written request, any such request made within 7 days of the course start date will be at the company's discretion.

Fees:

Fees are correct at time of printing, but may be subject to adjustment as notified at the time of booking.