

# Course Booking Form

I wish to reserve a place on the course [title].....  
to be held on [date].....

## Delegate Details

<b>Name</b>	
<b>Job title and department</b>	
<b>Company name</b>	
<b>Company address</b>	
<b>Contact tel. no.</b>	
<b>Email address</b>	

## Payment Details

A cheque for the Total Payment is enclosed, made payable to **Egerton Consulting Ltd.**

A bank transfer for the Total Payment has been made to Nationwide Building Society  
Account Name **Egerton Consulting Ltd**, Sort Code **07-00-55**, Account No. **78465726**.

Please ensure that your name or your company name is given as the payment reference

Raise an invoice based on Purchase Order reference \_\_\_\_\_

## Documentation

You will be sent full details of the course venue and directions four weeks before the start of your course. You will also be given comprehensive course notes for each session on arrival.

## Cancellation Policy

A 75% refund will be given on any cancellation made in writing or by email at least 28 days prior to the commencement date of the course, and otherwise at our discretion. No charge will be made for substitutions, although please inform us of any changes. Our policy is to run any course for which we have accepted a booking, but we must reserve the right to cancel or reschedule any course or to change its venue if necessary. In this event our liability will be limited to a 100% refund of the course fee.

Signature:	Date:
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## What To Do Next ...

Send a copy of this completed Booking Form to us by any one of the following methods:

1. **Email** to [training@egertonconsulting.com](mailto:training@egertonconsulting.com)
2. **Post** to Egerton Consulting Ltd, The Green, Minety, Malmesbury, Wiltshire, SN16 9PL, UK



ISO 9001:2008 certified  
management processes

