

Motivational Training Programme Reservation Form.

Please complete information below and fax it to **01777 710999**.

Programme/Course Details

Title of the Course:

Date:

Venue:

Delegate Details

First Name:

Surname:

Position:

Company:

Nature of Business:

Address:

City:

County/State & Post Code:

E-mail:

(Your e-mail address is needed for confirmation.)

Mode of Payment

- Cheque (Payable to Motivational Training).
- Please Invoice Me Personally.
- Please Invoice my Company . (Please complete the information below to whom we send the Invoice)

Company Details - Contact Person

First Name:

Surname:

Position:

Company:

Nature of Business:

Address:

City:

County/State & Post Code:

E-mail:

(Your e-mail address is needed for confirmation, without this we cannot accept your booking.)

I hereby confirm that I have read the terms and conditions of booking and have the authority to make this booking on behalf of the aforementioned company.

Signature of person making this reservation:

Position: _____

You will be notified by e-mail for confirmation of your booking.

Terms & Conditions of Booking

Note: We must receive payment no later than 28 days before the training date.

In the event your booking is made within the 28 days prior to the programme, your payment needs to be forwarded by return of post on receipt of the invoice, otherwise Motivational Training reserve the right to re-allocate the place to another delegate.

No refund can be given for cancellations or non-attended due to administration time, hotel contract charges and income reduction within 28 days of training.

All cancellations must be received in writing and confirmed by us.

Workshop Bookings

You may cancel your booking in writing up to 28 days before the training. All cancellations will be confirmed back to you and you will be refunded less 15% to cover administration costs. If you need to cancel less than 28 days prior to the workshop, you may either transfer your booking (within 12 months) to another suitable seminar for which there will be a transfer charge of £25, or send a substitute in your place at no extra charge.

The price of the workshop covers your training and all handout material, teas and coffee at morning and afternoon breaks, along with a hot and cold buffet lunch. The workshops begin promptly at 9am and will finish at around 5pm.

In-Company Training/Consultancy

You may cancel your booking in writing up to **35** days before the training is due to commence. All cancellations will be confirmed back to you and you will be refunded less 25% to cover administration costs. If you need to cancel less than 35 days prior to the training then a cancellation fee is payable of 50%.

The company reserves the right to alter any of the content at any time as part of continual improvement of seminars. The company also reserves the right to cancel any scheduled training. In this instance you will be offered an alternative date of your choice or a full refund will be given.

Motivational Training will not be liable for any consequential or indirect losses including (without limitation) loss of profits or contracts or financial losses howsoever caused or arising from this cancellation, other than the total training fee paid.

**** Transfer Fee's – Please note that invoices in respect of transfer requests are due by return.**
