



COURSE BOOKING / ENQUIRY FORM

YOUR DETAILS

INVOICING DETAILS IF DIFFERENT

Mailing Code:	Purchase Order No:
Name:	
Title:	
Company:	
Address:	
Tel:	
Fax:	
Email:	
Website:	

BOOK ON A COURSE

DELEGATES NAME	JOB TITLE	COURSE TITLE	DATE

Terms: Once we have received your booking we will confirm availability and forward appropriate invoice, which must be paid prior to attendance at course. Confirmation, directions, delegate information & contact details will be forwarded about 10 days prior to the course. Cancellation of bookings must be in writing & made at least 14 days before open courses & 28 days before in-house courses. The trainer / venue may vary from advertised if necessary. Should a course be cancelled you will be notified accordingly and a full refund will be given. Please let us know if you have any special needs.

We agree to the above terms & conditions Signed:

Date:

FUTURE TRAINING NEEDS

It is our aim to provide courses which meet the specific needs of the business community. Your feedback will help us in developing our on-going programme of courses. Or just give us a call to discuss your needs.

COURSE TITLE / TYPE OF TRAINING	OPEN / IN-HOUSE	APPROX No's	WHEN NEEDED

Please return details to:

Mr Lee Walsingham, Partners in Business, 74 Highland Rd, Northwood, Middx, HA6 1JU

Or make contact with us to discuss your needs:

Tel: 01923 835981

e-mail: info@partners-in-business.co.uk

Web: www.partners-in-business.co.uk