

InSynch Business Services Ltd. - Course Booking Form

Delegate Information

(one form per delegate)

| | | |
|-----------------------------------|-------------|----------|
| Title: | First name: | Surname: |
| Business: | | |
| Address: | | |
| Postcode: | | |
| Tel. No.: | Fax No.: | |
| eMail: | | |
| Any Special Dietary Requirements: | | |

Booking information

| Course Title | Date | Location | Price |
|--------------|------|----------|-------|
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Please indicate method of payment (tick appropriately):

I enclose a cheque to the sum of £ Payable to
InSynch Business Services Ltd.

Please send an invoice to the above address using purchase order number:

Signature: Date:

Booking Terms and Conditions:

1. A place is reserved on the course when the booking form is received and accepted by InSynch Business Services Ltd. 2. An invoice will be issued on receipt of a confirmed booking and payment must be made prior to commencement of the course. 3. Joining instructions will be forwarded following receipt of payment. 4 Cancellations must be in writing and are subject to the following charges: £10 administration charge up to 4 weeks prior to the course. 50% of fees between 2 and 1 weeks prior to the course. No refund within 1 week of the course. We regret that the transfer of a booking to another event cannot be made but a substitute delegate will be accepted at any time prior to the course. 5. InSynch Business Services Ltd reserves the right to alter the content, lectures, timing and venue for reasons beyond the control of InSynch Business Services Ltd. 6. InSynch Business Services Ltd shall not be liable for any loss or damage arising out of statements or views and opinions expressed.

Authorisation

To enable registration, this booking form must be signed by a senior member of staff.

'I confirm that I have read and agree to the Booking Terms and Conditions':

Signature: Print Name:

Position:

Please return the completed form to:

InSynch Business Services Ltd., 1 North Parade, Aberystwyth, Ceredigion, SY23 2JH
Tel. No.: 01970 630077 eMail: enquiries@insynchbusiness.co.uk