

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):

| | | | |
|--------------------------|--|----------------------|--|
| <input type="checkbox"/> | I enclose a cheque to the sum of £ | <input type="text"/> | <i>Payable to InSynch Business Services Ltd.</i> |
| <input type="checkbox"/> | Please send an invoice to the above address using purchase order number: | | <input type="text"/> |

| | | | |
|----------------------|------------|----------------------|-------|
| <input type="text"/> | Signature: | <input type="text"/> | 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':

| | | | |
|----------------------|------------|----------------------|-------------|
| <input type="text"/> | Signature: | <input type="text"/> | Print Name: |
| | | <input type="text"/> | 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

Gwasanaethau Busnes InSynch Cyf. - Ffurflen Archebu Cwrs

Gwybodaeth i Gynrychiolwyr

(un ffurflen i bob cynrychiolydd)

| | | |
|----------------------------------|-------------|---------|
| Teitl: | Enw Cyntaf: | Cyfenw: |
| Fusnes: | | |
| Cyfeiriad: | | |
| Côd Post: | | |
| Rhif Ffôn: | Rhif Ffacs: | |
| eBost: | | |
| Unrhyw anghenion deiet arbennig: | | |

Gwybodaeth am Gadw Lle

| Enw'r Cwrs | Dyddiad | Lleoliad | Pris |
|------------|---------|----------|------|
| | | | |
| | | | |
| | | | |
| | | | |

Dangoswch sut byddwch yn talu (drwy ticio'r blwch priodol):

Amgaeaf sic ar gyfer £

*Yn daladwy i
Gwasanaethau Busnes InSynch Cyf.*

Anfonwch anfoneb at y cyfeiriad uchod gan ddefnyddio'r Rhif Pwrcasu canlynol:

Llofnod:

Dyddiad:

Telerau ac Amodau

1. Cedwir lle ar y cwrs pan ddaw ffurflen gais i law Gwasanaethau Busnes InSynch Cyf a'i dderbyn gan y cwmni. 2. Ar ôl i gais am le gael ei dderbyn, bydd anfoneb yn cael ei anfon ac fe fydd yn rhaid talu hwn cyn dechrau'r cwrs. 3. Bydd manylion ynglyn ag ymuno â'r cwrs yn cael eu hanfon ar ôl i'r anfoneb gael ei dalu. 4. Os byddwch yn canslo, rhaid rhoi gwybod i ni yn ysgrifenedig ac fe fydd y taliadau canlynol yn cael eu codi: £10 am waith gweinyddol hyd at 4 wythnos cyn y cwrs; 50% o'r ffioedd rhwng 1 a 2 wythnos cyn y cwrs. Ni fydd unrhyw ad-daliad o fewn pythefnos cyn dechrau'r cwrs. O ganslo'ch lle, ni fydd yn bosib trosglwyddo i gwrs gwahanol ond rydym yn barod i dderbyn cynrychiolydd arall yn eich lle unrhywbryd cyn dechrau'r cwrs. 5. Mae Gwasanaethau Busnes InSynch Cyf. yn cadw'r hawl i newid cynnwys, darlithoedd, amser a lleoliad cwrs am resymau y tu hwnt i reolaeth Gwasanaethau Busnes InSynch Cyf. 6. Ni fydd Gwasanaethau Busnes InSynch Cyf. yn gyfrifol am unrwy golled neu niwed sy'n deillio o ddatganiadau neu farn a gaiff eu mynegi.

Awdurdodiad

At ddibenion cofrestru, rhaid i'r ffurflen gael ei arwyddo gan aelod uwch o staff.

'Cadarnhaf fy mod wedi darllen a derbyn y Telerau a'r Amodau':

Llofnod:

Printiwch eich enw:

Dyddiad:

Os gwelwch yn dda, dychwelwch y ffurflen wedi'i chwblhau at:
Gwasanaethau Busnes InSynch Cyf., 1 Rhodfa'r Gogledd, Aberystwyth, Ceredigion, SY23 2JH
Rhif Ffôn: 01970 630077 eBost: enquiries@insynchbusiness.co.uk