



**TENDER TRAINING
SEMINARS/WORKSHOPS/MASTERCLASSES**

BOOKING FORM

COURSE INFORMATION

Course title: _____

Location: _____

Date: _____

DELEGATE INFORMATION

Title: _____ Surname: _____ Forename: _____

Job Title: _____

Address: _____

Post Code: _____

Email: _____ Telephone: _____

BOOKING CONTACT

Title: _____ Surname: _____ Forename: _____

Email: _____ Telephone: _____

INVOICE ADDRESS

Company Name: _____

Address: _____

Post Code: _____

Email: _____ Telephone: _____

PAYMENT (please indicate payment method)

Booking will **NOT** be accepted unless accompanied by a preferred payment option

I enclose a cheque made payable to "Amsan Business Solutions LLP"

Authorised Signatory: _____ Job Title: _____

Request an invoice for your preferred course.

All invoices must be paid in full prior to training day

Purchase Order Number: _____

Payment by BACS. Please send payment to the bank account as detailed below.

Payee	Sort code	Account Number
Amsan Business Solutions LLP	80-22-60	06-39-20-64 (Bank of Scotland)

Payment by Credit/Debit Card:

Card Type: _____

Card Number: _____

Start Date (mm/yy): _____

Expiry Date (mm/yy): _____

Full Name on Card: _____

Full Address of Cardholder: _____

3 Digit Security Number: _____

TERMS & CONDITIONS

Completion and return of this booking form will act as a contract between your company and Amsan Business Solutions LLP.

All delegate fees are payable in advance of the course and we reserve the right to refuse admission if fees are not paid.

We reserve the right to cancel or alter the dates of the course, the venue, and the individual or organisation providing the service.

In the event of cancellation the following fees will be payable:

CANCELLATION NOTICE GIVEN	PERCENTAGE OF FEE PAYABLE
> 28 days	100%
15-28 days	50%
0-14 days	0%

We reserve the right to charge a £25 administration fee for each cancellation. Telephone cancellations can be accepted but must be confirmed in writing immediately by post or fax.

Signature _____

Print Name _____

Date _____