

Booking Form - Third Sector Training Courses

Name: _____

Name of Organisation: _____

Address of Organisation: _____

Contact Number : _____

Email Address: _____

Course(s) wishing to attend (please tick chosen courses): Manual Handling - 2nd March 2012, 9.30am - 12.00pm - £20.00 per attendee Change Management - 9th March 2012, 9.30am - 12.00pm - £20.00 per attendee Time Management - 23rd March 2012, 9.30am - 12.30pm - £20.00 per attendee

Cheques should be made out to 'esh consultancy & training ltd' and returned along with the booking form to the address above.

I enclose a total of £_____ as payment for the above courses

Signed: _____

These course have limited spaces. They will not be run with less than 6 attendees. If for any reason the course is not going ahead you will be contacted and your payment will be returned.

How did you hear about these courses? _____

If you have any other questions regarding the above courses please do not hesitate to contact either Sarah or Ed Hollamby on **01522 752219** or **077477 46469** or email us on **admin@eshconsultancy.co.uk**

Cancellation Policy:

We have implemented a Cancellation Policy that we would like you to be aware of at the time of making a booking.

1. *When cancelling a confirmed place on one of the course listed above within 2 weeks of the date specified you will be expected to pay 50% of the agreed cost.*
2. *When cancelling a confirmed place on one of the course listed above within 1 weeks of the date specified you will be expected to pay 75% of the agreed cost.*
3. *When cancelling a confirmed place on one of the course listed above within 24 hours of the date specified you will be expected to pay 100% of the agreed cost.*