

Booking Form



Delegate Name	Job Title	Course Title / Date / Venue

Contact Name

Contact email (for joining details to be sent)

Company Name

Address

..... Postcode.....

Telephone Details by **email** or **post** (please circle).

Authorised Signature Email

Please print and complete a copy of this form and return it, along with your cheque or email your official order number to:

The Programme Manager
Julie Bell Consulting Ltd
34 Keld Close, Stainton, Penrith, Cumbria CA11 0EJ
Tel: 01768892162 Email: julie@juliebell.co.uk

Cheques payable to 'Julie Bell Consulting Ltd'
BACS details available upon request

COURSE FEES ARE PAYABLE IN ADVANCE AND ANY APPLICATION WHICH IS NOT ACCOMPANIED BY A CHEQUE/OFFICIAL ORDER WILL BE REGARDED AS A PROVISIONAL BOOKING, OVER WHICH FIRM BOOKINGS WILL TAKE PREFERENCE.

Course Joining Instructions

Joining instructions will be sent by email approximately ten days before the start of the course along with a VAT invoice. If you would prefer details to be posted please indicate when booking.

Cancellations and Transfers

We appreciate that occasionally difficulties will arise and result in nominated staff being unable to attend a course, but late notification of cancellation or transfer causes considerable difficulties and therefore the following conditions apply when reserving a place on one of the courses:

1. Substitution of an alternative delegate on the course is allowed at any time; just inform the Programme Manager.
2. For the cancellation of a booking, or transfer to a later event, there will be no charge, provided the request is received not less than 10 working days before the start of the course.
3. If a booking is not cancelled or transferred and the delegate fails to attend, the full course fees are payable.