EVENTS BOOKING FAX BACK FORM

Please fax back on

+44 (0)870 141 7432

Networking for Success Ltd

Alternatively post this form, with payment to

Hart House, Thames Street,
Sonning-on-Thames, Berkshire RG4 6UR

PERSONAL DETAILS:

Mr/Mrs/Miss/Ms/Dr _____ **Initial(s)** _____ **Surname** _____
PLEASE PRINT

Correspondence Address _____

_____

_____ **Post Code** _____

Telephone _____ **Fax** _____

Email Address _____

Is your company ☐ PUBLIC ☐ PRIVATE ☐ FAMILY ☐ SUBSIDIARY **Industry Sector** _____ **No. of Employees** _____

EVENT DETAILS: *IF BOOKING MORE THAN ONE VENUE, PLEASE USE AN ADDITIONAL FORM*

Event Title: ☐ **Networking for Success Workshop (2hrs)**

Location: _____ **Date:** _____ **No. of Places** _____

If you wish to book a full-day workshop, please call one of our team on +44 (0)870 141 7432

PAYMENT DETAILS:

Total Fee (inc.VAT) £ _____

I enclose a cheque made payable to Networking For Success Ltd ☐

I wish to pay by credit card ☐ **Visa** ☐ **Mastercard** ☐ **Switch**

Card No ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Expiry Date** ☐☐☐☐ **Issue No.(Switch)** _____

Signature _____ **Cardholder's Name** _____

☐ **I do not wish to be contacted by Networking for Success Ltd and receive details of any other events via email**

TERMS & CONDITIONS OF BUSINESS

General
Networking for Success Ltd. cannot guarantee a place on a workshop until payment has been received and cleared. Networking for Success Ltd. reserves the right to re-allocate the course place to another delegate if fees are not cleared in time.

Substitutes
There will be no charge if a person wishes to replace the original delegate. Please inform our office of any change to the original booking as soon as possible.

Transfers - Transfer of places is acceptable and notification must be made in writing. There is no charge for transfers made more than 15 working days before the event date. If a transfer is requested within 0-15 working days of the original event date, there will be an administration charge of £25.00.

Cancelling Workshops
Notification of all cancellations of places must be made in writing. There is no charge for cancellations made more than 15 working days before the event date. If a booking is cancelled within 0-15 days or if the delegate fails to attend the event, all fees will be forfeited. Networking for Success Ltd. cannot be held responsible for any costs incurred by an individual due to cancellation.

Schedule Changes
Descriptions, including fees, are given in good faith. However Networking for Success Ltd. events are constantly updated and improved and Networking for Success Ltd. reserves the right to alter any of the events' content, leader, speaker, location and fees without prior notice, for whatever reason. Networking for Success Ltd. reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund.

Networking for Success Ltd. offer a full Money Back Guarantee.