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Training Workshops - Booking Form

Delegate Information

Please reserve workshop delegate seats by completing details below and returning to the TLP Partnership

	Delegates Name	Job Title	Workshop Title	Start Date	Fee £
1					
2					
3					
4					
5					
				SUBTOTAL	
				VAT@17.5%	
				Total Fee	

Authorisation & Administration

Please enter the details of the person making the booking and your administration/finance contact details.

Full Name Mr/Mrs/Miss/Ms. _____ Job Title _____

Organisations Name _____ Department/Unit _____

Full Contact Address _____ Tel No. _____

Invoice Administration - Your Order Reference Number or Code: _____

Who do we invoice? (Please detail if different from above - department, contact name and access information)

General Booking Information - Important Please Read

Workshops are normally held at hotels and conference centres and the workshop fee includes all training and associated materials. Refreshments and lunches are included in the workshop fee. Accommodation is NOT included in the workshop fee and accommodation costs will be the responsibility of the delegate. We do supply delegates with information on a range of suitable accommodation available in the area or at the workshop venue.

Terms of Registration

Registration is deemed to be accepted by TLP Partnership on receipt of this form. Delegate acceptance is adjudicated on a first come first served basis. Workshop details and confirmation will be sent to you on receipt of this form.

Invoice. We will invoice you for the full workshop fees (plus VAT) on receipt of this form.

Substitution and Cancellation. You may make substitutions at any time before the workshop start. Cancellations or transfers of registration will be subject to a full refund less 20% administration fee only if notification is received in writing by TLP Partnership a full ten days before the workshop start. Full fees will be liable for cancellations or transfers from ten days before the commencement of the workshop.