

TERMS AND CONDITIONS OF BOOKING

How to Book

To reserve a place, please complete the attached booking form and return to EBU Training Ltd. When booking places for more than one member of the organisation on the same course, please complete a separate booking form per participant attending. Currently our fees are not subject to VAT.

Provisional bookings can be made by emailing your requirements to us. This will hold the required number of places for 5 days, following which a signed booking form must be sent to EBU Training Limited, PO Box 261, Shipley, West Yorkshire, BD18 1WQ to formalise the booking. On receipt of the signed booking form full joining instructions will be sent. Please forward cheque payment with booking or provide a purchase order number for payment by invoice. Unfortunately payments by credit/debit card are unable to be made at this time.

For any queries regarding the course content or booking arrangements please contact EBU Training on 0794 335 4416 / 18 or 0788 435 7426 or email: info@ebutraining.com

Course costs – 2 day courses

Residential £595 for the first delegate / £545 for second and subsequent from same organisation.

The fee includes lunch and light refreshments during the course, delegate pack, one night's single en-suite accommodation and dinner on day one. Accommodation is also available to book the night before the course at £95.00 per person; please see booking form for this option. Accommodation may also be able to be reserved for you following the course, if this option is of interest please contact EBU Training to check availability.

Non-Residential Fee £495 for the first delegate/ £445 for second and subsequent from same organisation.

The fee includes lunch and light refreshments during the course and delegate pack. This fee does not include the course dinner, but this may be requested as a separate item on the booking form. Cost for the course dinner is £25.00 per person.

Course costs – 1 day courses

One day course £245 for the first delegate/ £225 for second and subsequent from the same organisation. The fee includes lunch and light refreshments during the course and comprehensive delegate pack. We regret that we cannot arrange delegate accommodation pre or post the one day courses.

Cancellation Conditions

A full refund will be given where a cancellation is received 14 days or more prior to the course. Cancellations must be made in writing to EBU Training Limited (email can be accepted). No refund will be given on cancellations received less than 14 days before the start of the course or for non-attendance on the day. Please also note that registrations are not normally transferable between courses, however substitutions can be made at any time; please notify us of the name change as soon as possible.

Email: info@ebutraining.com Phone: 0794 335 4416/8 or 0788 435 7426

Web: www.ebutraining.com

EBU Training Limited, PO Box 261, Shipley, West Yorkshire, BD18 1WQ



EBU TRAINING LIMITED

Global Training Solutions

BOOKING FORM

Please place 'X' by booking type required

Please reserve the following place on

Course title: _____

Course dates: _____

Course venue: _____

2 day course - Residential first delegate

2 day course - Residential second and subsequent from same organisation

2 day course - Non-Residential first delegate

2 day course - Non-Residential second and subsequent from same organisation

Optional 2 day course - Accommodation the night before the course

Optional 2 day course - Course dinner (for non-residential delegates)

One day course – first delegate

One day course – second and subsequent from same organisation

PARTICIPANT DETAILS

Title:		Surname:	
	Forename:		Preferred Name:
Organisation:		Job Title:	
Address:			
Postcode:		Email Address:	
Telephone:		Mobile:	

PAYMENT (please place 'X' by the appropriate payment method)

<input type="checkbox"/>	I enclose a cheque for £..... to cover the booking cost (made payable to EBU Training Limited).
<input type="checkbox"/>	Please invoice me for £..... to cover the booking cost at the address detailed above (if a different address is to be used, please provide details). An order number should also be given. Order Number:

Please note that payment must be received prior to the commencement of the course. Should you have any queries relating to payment, please do not hesitate to contact us.

INDIVIDUAL REQUIREMENTS

Please detail any requirements regarding diet, disability etc. below if you would like to discuss your requirements personally, please do not hesitate to contact us.

Signed:	<input type="checkbox"/> I hereby agree to the Terms and Conditions of booking as detailed.	Date:	<input type="checkbox"/>
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*Please mark this box if you **DO NOT** wish to receive information and special offers from EBU Training.*

Please return completed booking form to: Course Bookings, EBU Training Limited, PO Box 261, Shipley, West Yorkshire, BD18 1WQ. To provisionally book your place(s), please email your requirements to: info@ebutraining.com.

Email: info@ebutraining.com Phone: 0794 335 4416/8 or 0788 435 7426

Web: www.ebutraining.com

EBU Training Limited, PO Box 261, Shipley, West Yorkshire, BD18 1WQ