

Training Booking Form

adamgreenwoodassociatesltd

Booking Information: Bookings should be made using the AGA training booking form. Please write in BOLD and in BLOCK CAPITALS. Use a separate booking form for each applicant (photocopies and faxes are acceptable).

Bookings should be acknowledged within five working days.

To book a course: post your booking form to AGA, Course Bookings, PO Box 72, Manchester M21 0AN or fax to 0161 861 8884.

Joining Instructions: We will send you a confirmation letter and other relevant details including a map and programme when we receive your booking.

Cancellations: All cancellations must be made in writing. Course fees will be refunded (minus a £25.00 administration charge) if you cancel a place more than 12 working days before the course. If less than 12 working days notice is given, the full fee will be charged.

Name Changes: AGA reserves the right to charge a £25.00 administrative charge for changes to those names supplied at the time of booking.

Important Note: This booking form constitutes a legally binding contract. AGA reserves the right to amend course details as necessary or cancel courses in the event of unforeseen circumstances. In the event of AGA cancelling a course, we will endeavour to re-run the course at a later date or offer a full refund. However AGA disclaim any further liability and will not refund any expenses incurred, e.g. travel costs or accommodation.

Venues: If you have any special requirements please contact us as soon as possible to discuss these on 0161 718 1349

Refreshments: All AGA training courses include lunch and refreshments throughout the day. Vegetarian cuisine is also available. Please let us know if you have any special dietary requirements and we will do our best to meet these.

Smoking is not permitted in training rooms or within our training venues.

Course Details:

Course Title: _____

Date: _____ Venue: _____

Participant details:

Mr / Mrs / Miss / Ms / Other (delete as necessary)

Forename: _____ Surname: _____

Job Title: _____

Email: _____

Special requirements e.g. vegetarian, wheelchair access, sign language, induction loop:

Organisation details: Send invoice to (if name and address different):

Name: _____

Address : _____

Postcode: _____ Phone: _____ Fax: _____

Cost of Course £ _____

Please Invoice me

I enclose a cheque for £

(tick relevant box)

Purchase order no: _____ (compulsory for local authorities)

By submitting this booking form you are making an agreement to abide by the booking terms on this page.

Signature: _____ Date: _____