



Corporate Academy Booking Form Talk Training, Charnwood Close, Heol Billingsley, Parc Nantgarw, Cardiff CF15 7QZ

Company Details

Contact Name:

Company Name:

Company Address

Phone Number

Fax Number

Contact Email Address

Course Details

Course Title

Course Date

Course Cost per Delegate

Delegate Details

For Multiple booking please attach delegate details on a separate sheet

Delegate 1

Delegate 2

Delegate 3

Delegate 4

Delegate 5

Delegate 6

Delegate 7

Delegate 8

Payment Method

Invoice my company at the following address quoting Purchase order Number _____

Cheque made payable to Talk Training Ltd

Please see over for booking terms and conditions



Corporate Academy Terms and Conditions

Talk Training, Charnwood Close, Heol Billingsley, Parc Nantgarw, Cardiff CF15 7

Payment

Payment must be made in full no later than 14 working days prior to the course start date. Talk Training Corporate Academy reserve the right to re-allocate the course place to another delegate if fees are not paid in time. All course fees are exclusive of VAT.

Cancellation Fees

The following charges will apply if you wish to cancel a course:

21+ working days before a course = 0%

8 - 20 working days before a course = 50%

0 – 7 working days before a course = 100%

Cancellations must be received in writing via email to corporate@talktraining.co.uk and must contain the full booking details including organisation name, booking and delegate contact details. Your cancellation will be confirmed in writing along with an invoice for any fees due.

Rates

The rates quoted within this brochure remain correct at time of publication .

Course dates and venues

Talk Training Corporate Academy reserves the right to alter course dates and venues without liability.

In the event of a cancellation where alternative cannot be provided in respect of that course a full refund will be offered.

I agree that I have read and accept Talk Training Corporate Academy booking Terms and Conditions.

Company Name _____

Position in Company _____

Signature _____

Date _____

Contact us

Email: corporate@talktraining.co.uk

Fax: +44(0)1443 848331

Phone: +44(0)1443 848300