

Business Training – Scheduled Programme

To reserve your place, please fax back on **0161 – 875 2235**
 or post to: Business Support Solutions, Warren Bruce Court, Warren Bruce Road, M/cr M17 1LB
 Telephone 0161 – 875 2352 / 875 2350 / 875 2351

Course places are restricted to ensure maximum involvement for each participant, therefore early booking is recommended

Name of Delegate	Job Title	Course	Course Date	Fee

TERMS AND CONDITIONS

- Bookings will only be confirmed on receipt of the signed booking form.
- All cancellations and transfers must be faxed to us in writing.
- Cancellation and transfer fees are as follows.
- 5 or more working days notice = Can transfer to another programme up to the same monetary value free of charge
- 3 – 4 working days = Full payment required or can transfer to another programme up to the same monetary value for £100.00
- Less than 1 – 2 working days notice = Full fees remain payable
- If a booking is not cancelled or transferred and the delegate does not attend, full tuition fees remain payable..
- One transfer can be made per booking and confirmation of the new course must be made to the Business Training Co-ordinator within one week.. No transfer is possible for free bookings.
- If notification is not received by the Business Training Co-ordinator within one week, full tuition fees will remain payable.
- Substitute delegates can be made at any time without extra charge.
- All course fees include seminar notes, lunch and refreshments and a certificate – with the exception of ½ day courses, where lunch is not included.
- Business Support Solutions reserves the right to change the programme, presenter, venue and alter or cancel published dates without liability.
- Due to popular demand, provisional bookings cannot be accepted.
- Discounts apply to Greater Manchester Chamber of Commerce members only

+ VAT @ 15%	
Cheque enclosed for	
Please invoice	

Company Name	
Address	
Postcode	
Telephone	
Fax	
E-mail:	
Nature Of Business	
Number Of Employees	
Name & Position (please print)	
Signature	
Date	

DISCOUNTS

- If booking over 5 places from the scheduled programme, you will be entitled to one **FREE** training day to the value of £175 member rate. If booking over 10 places you will receive either two **FREE** training days to the value of £175 member rate or 1 two-day training programme to the value of £295 member **rate FREE OF CHARGE**. You must claim the free training days within 28 days of the original booking, or forfeit them. **Bookings must be made together on one booking form.** No transfer is possible for free bookings. This discount applies to Greater Manchester Chamber of Commerce members only.

PAYMENT METHODS

- Payment should be made by cheque (payable to ChamberLink) 10 days prior to the course commencing.

CREDIT CARD PAYMENTS

Card Type: Access / Visa / Mastercard

Card Number

Expiry Date

Card Holders Name (as on the card) _____

Card Holders Address (If different) _____

Signature _____

Last 3 digits of the long number on the reverse of your card