

BOOKING FORM AND INFORMATION

To book course places, or for information, please complete the appropriate sections on the form and fax to 01608 649680 or post to the address below. Please include your remittance for all course bookings.

Spearhead Training Group Ltd

18/19B Cheriton House, Cromwell Park
Chipping Norton, Oxon, OX7 5SR
Tel: 01608 644144 Fax: 01608 649680
e-mail: courses@spearhead-training.co.uk
www.spearhead-training.co.uk

Course Timings

All courses start at 09:45 on the first day and finish at either 16:30 (residential) or 17:00 (non residential) on the last day.

Open Courses

Our published fee includes course materials, use of video and other training equipment as required. Prepared key topic notes for delegates' future reference are provided. The number of delegates attending each course is limited to ensure individual participation.

Residential Courses

Delegates participate in evening syndicate exercises and are therefore advised to stay in the hotel during the course. Residential fees **do not include** the delegate's overnight accommodation costs.

Non Residential Courses

Non Residential programme fees include lunch and light refreshments. If overnight accommodation is required we can provide information on local hotels.

Reservations

Bookings can be made using the booking form, or by telephone, letter, email, fax or on-line. A receipted tax invoice will be sent to cover VAT. Full instructions are sent to each delegate via the company making the booking.

VAT

VAT is charged at the current rate on all accounts. Reg. No. 335 3725 60

Payment of Invoices & Discount Policy

To qualify for an Earlybird discount bookings must be paid two months in advance of the course start date. Otherwise payments are all due 14 days before the start of the course.

Venues, Dates and Content

All the information in this brochure is correct at time of print. We reserve the right to make changes should it be necessary.

Cancellations & Transfers

Cancellations/transfers after places have been confirmed will incur an administrative charge of 15% of the course fee. Cancellations and transfers within 14 days of the course start cannot be accepted. Substitutes can be made at any time before the course start date without cost penalty.

Faxback NOW! 01608 649680

1. Delegate's Name _____
Job Title _____
Course Title _____
Course Dates _____
Accommodation required for the nights of: _____

2. Delegate's Name _____
Job Title _____
Course Title _____
Course Dates _____
Accommodation required for the nights of: _____

3. Delegate's Name _____
Job Title _____
Course Title _____
Course Dates _____
Accommodation required for the nights of: _____

(continue on photocopied form if necessary)

Earlybird? Tick here to claim 10% discount (see left)

I would like to pay by:

Please invoice my company

Cheque
(course fee + VAT payable to Spearhead Training Group Ltd)

Credit/Charge Card: Mastercard Visa

Card number
□□□□□□□□□□□□□□□□□□
Expiry date □□□□□□

Signature _____

Name _____
Job Title _____
Company _____
Address _____

Post Code _____

Telephone No _____
Fax No _____
E-mail _____

Please contact me regarding the following:

In-Company training Consultancy
 Joint venture projects