

# Book now!

## Booking Information

### Course Timings

All courses start at 9:45 on the first day and finish at 17:00.

### Open Courses

Our published fee includes course materials, use of video and other training equipment as required.

Prepared key topic notes for delegate's future reference are provided. The number of delegates attending each course is limited in order to ensure individual participation.

All programme fees include lunch and light refreshments. Details of local hotels will be sent out with your joining instructions should you wish to arrange accommodation for yourself.

For the courses held at Ettington Chase, accommodation is available at the venue for an additional fee, payable direct to the venue.

For more information, please contact one of our course administrators on 01608 644144

### Reservations

Bookings can be made using this booking form, or by telephone, letter, email or fax. A receipted tax invoice will be sent to cover VAT. Full joining instructions are sent by email 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 and Discount Policy

Payment for special offer places are due by return, otherwise payments are all due 14 days before the start of the course.

### Venues, Dates and Content

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

### T&C - Cancellations & Transfers

Courses are run with small numbers for maximum effect. Cancellation/transfers after places have been confirmed will incur an administration charge of 15% of the course fee.

Cancellations and transfers within 14 days of the course start date can not be accepted. Substitutes can be made at any time before the course start date without cost penalty.

## Enquiries & Brochures

For general enquiries, brochures or information about Spearhead Training courses, please contact one of our Course Administrators who will be delighted to help.

**Tel:** 01608 644144

**Fax:** 01608 649680

**E-mail:** [info@spearhead-training.co.uk](mailto:info@spearhead-training.co.uk)

**Web:** [www.spearhead-training.co.uk](http://www.spearhead-training.co.uk)

After you have completed the required fields use the submit button (above) to email your booking to us.

1. Delegate's Name:

Job Title:

Delegate Email:

Course Title:

Course Start Date:

Accommodation required for dates:

2. Delegate's Name:

Job Title:

Delegate Email:

Course Title:

Course Start Date:

Accommodation required for dates:

3. Delegate's Name:

Job Title:

Delegate Email:

Course Title:

Course Start Date:

Accommodation required for dates:

I have read the booking T&C:

Select payment method:

(we will invoice you)

Promotional Code:

Booker's name:

Job Title:

Company:

Address:

Postcode:

Telephone:

Booker Email:

Send Joining Instructions:

Please contact me regarding the following:

In-Company Training:

Consultancy:

Coaching: