

Booking Form for Upkeep Training Courses



How to book your places:

Complete this form and fax it back to us at this number:

Fax: 020 7022 1575

To book by post: Send your form to:



Training Administrator
Upkeep
22-25 Finsbury Square
London EC2A 1DX



Questions?

If you have any questions, or to check whether we have places on your courses, e-mail us here: admin@upkeep.org.uk.

1 Booking Details:

Course Code	Cost	Delegate Details: <i>Postal services are still not great, so we're asking for email addresses for Joining Information!</i>	
		Delegate's Name	Job Title
		Delegate's Email Address	
		Delegate's Name	Job Title
		Delegate's Email Address	
		Delegate's Name	Job Title
		Delegate's Email Address	
		Delegate's Name	Job Title
		Delegate's Email Address	
		Delegate's Name	Job Title
		Delegate's Email Address	
		Delegate's Name	Job Title
		Delegate's Email Address	
Total:		You get a 10% discount if you book ten or more places at the same time.	

2 Contact Details

Contact Name for Training Administration	Job title
Email	Telephone
Organisation	
Address	

3 Authorisation

Purchase Order no. / Your Reference	Payment
Authorising Officer's Name	<input type="checkbox"/> I enclose a cheque for: _____
Job Title	<input type="checkbox"/> Please invoice me.
Signature	Invoice address, if different:

Booking Terms and Conditions: Submission of a completed booking form constitutes a firm booking and as such the client agrees to Upkeep's terms and conditions herein and will be liable for the applicable fees. Bookings can only be accepted if signed by an authorised officer.	Upkeep reserves the right to amend or cancel the date or venue of events at any time. In the event a training course is cancelled, the client is entitled to a full refund. Upkeep is not responsible for any consequential losses.	a booking to another date, we need to receive notice in writing from the person who authorised your booking. If you withdraw from a confirmed booking for any reason and do not send a substitute from your organisation, you must pay a cancellation/transfer fee where it applies. The fees are based	on how much notice we get before the course date and a percentage of the price.
	Cancellations & Transfers: If you need to cancel a booking or transfer	on how much notice we get before the course date and a percentage of the price.	Cancellation/transfer fees: Written notice received by Upkeep: 15-21 days before course date - 25% 1-14 days before course date - 85% On the day of the course - 100%