

Booking Form for Upkeep Training Courses



How to book:

By fax:

Fax your booking form to
01392 423 373

By email:

Scan your form and e-mail it
to admin@upkeep.org.uk

Fees: The fee includes all course materials, refreshments and lunch.

What's next: When we receive your booking, we will send you a booking confirmation and an invoice.

By post:

Send your form to:
Training Administration
Upkeep
2 The Courtyard
48 New North Road
Exeter, EX4 4EP

Any questions?:

For more information call us
on 020 7256 7646 or email us
at admin@upkeep.org.uk

Certificates: Participants who successfully complete their course will get a certificate for their continuing professional development files.

Joining information: We will send out joining details to delegates by e-mail a week before the course.

If you need travel information before then, you can find the details on our website at:

www.upkeep.org.uk

I. Booking Details

Course Code	Cost	Delegate Details - please photocopy this form for additional places
		Delegate's Name and Job Title
		Delegate's E-mail Address
		Delegate's Name and Job Title
		Delegate's E-mail Address
		Delegate's Name and Job Title
		Delegate's E-mail Address
Total:		Remember: if you book more than ten places at one time, we'll give you a 10% discount.

2. Contact Details for Training Administration

Name	Job Title
E-mail	Telephone
Organisation	
Address	

3. Authorisation

Purchase Order/ Your Reference	Payment <input checked="" type="checkbox"/> I enclose a cheque for: _____ <input checked="" type="checkbox"/> Please invoice me. Invoice address, if different:
Authorising Officer's Name	
Job Title	
E-mail	
Signature	

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.

Cancellations & transfers:
If you need to cancel a booking or transfer

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.

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%