

Booking Form

How to book:



Book by fax:

Fax your booking form to us on 020 7022 1575



To book by e-mail:

Scan this form and send a copy to admin@upkeep.org.uk



To book by post, send your form to:

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

What's Next: When we receive your booking, we will send you a booking confirmation letter and an invoice by post. We will send out joining details to delegates by email a week before the course.

Fees: The fee includes all course materials, lunch and refreshments. Upkeep is an educational charity and does not charge VAT.

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



Any Questions?

If you would like more information, please call us on 020 7256 7646, or e-mail us at: info@upkeep.org.uk

About our Price Bands:

To help small organisations invest in training, we operate three price bands.

Band A: For small organisations: housing associations, co-operatives and charities with fewer than 250 units in management.

Band B: For Registered Social Landlords, co-ops and charities with over 250 units in management.

Band C: For local authorities, ALMOs, government departments and agencies and commercial organisations.

1 Booking details:

Please photocopy this form for additional places.

Course Code	Price	Delegate name and email address

Total:

Discount: If you book ten or more places at the same time, we will give you a 10% discount.

2 Contact details:

Contact Name for Training Administration (<i>Mr/Ms, First Name, Last Name</i>)		Job Title
E-mail	Tel.	Fax
Organisation		
Address:		

3 Authorisation:

Your reference/ P.O. number:

Authorising Officer's Name

Job title

Signature of Authorising Officer

Payment: I enclose a cheque for £ _____

Please invoice my organisation. 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.

Cancellations & Booking Transfers:

If you need to cancel a booking or transfer your 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%