



Booking Form

Please use one form per person booking. Use block capitals throughout.

Only use this form to book the Lamajo training course as advertised.

Please use one form per person per course. If you don't have enough forms, use a photocopy, download a form from our website www.lamajo.co.uk/email/booking_form.pdf or contact us for more.

Acceptance of any booking is subject to us receiving this signed and completed booking form with payment. Please contact us for further information.

PERSONAL DETAILS

Title (Ms/Mr) _____ First Name _____

Surname _____

Job Title _____

Company _____

Address _____

Postcode _____

TELEPHONE NUMBERS (With Codes)

Home _____

Work _____ Mobile _____

E-mail _____

I would like to receive your regular e-mail newsletter

SPECIAL DIETARY REQUIREMENTS

NAME AND TELEPHONE NUMBER OF A PERSON WE SHOULD CONTACT IN YOUR COMPANY IF THERE ARE ANY QUERIES WITH THIS BOOKING OR PAYMENT

POSTCODE

TERMS AND CONDITIONS OF BOOKING

Methods of Payment

Payment of the course fees must be made in advance and should be made at the time of placing a booking. Payment can be made by cheque payable to Lamajo.

If required, a receipt can be issued. This must be specified on the Training Course Booking Form at the time of booking along with an official Purchase Order Number. Please note that a booking is not secured until payment is received.

VAT

All payments quoted are exclusive of VAT, which is applicable at the standard rate.

Cancellation

Bookings can only be cancelled in writing by post or email.

Cancellations within 10 working days of the training start date will be charged the full course fee. Cancellations within 11 – 20 working days of the training start date will be charged 50% of the course fee. Cancellations within 21 – 30 working days of the training start date will be charged 25% of the course fee. Cancellations more than 30 working days in advance of the course will incur no charge.

Delegate Submission

It is possible to substitute an alternative delegate on any place booked at no additional cost.

Course Transfer

A confirmed booking may be transferred to another of Lamajo's courses, availability permitting, providing that course takes place within three months of the date originally booked. Lamajo is not obliged to ensure suitable alternatives are available.

COURSE NAME

Title _____

Dates _____

FEES

The balance of your course fee is due 8 weeks before the start of your course. You should send your DEPOSIT along with this form.

BOOKINGS MADE WITHIN 8 WEEKS OF THE COURSE SHOULD BE PAID FOR IN FULL

The full fee for my course is £ _____

Don't forget to add V.A.T at the prevailing rate.

I am paying: Full Course Fee (If booking is within 8 weeks)

£80.00 Deposit I require a receipt

I enclose a CHEQUE payable to Lamajo for the appropriate amount.

OFFICE USE ONLY

Requests to transfer should be made in writing by post or email.

Transfers made within 10 working days of the training start date will incur a charge of 50% of the full course fee. Transfers made within 11 – 20 working days of the training start date will be charged 25% of the course fee. Transfers made within 21 – 30 working days of the training start date will be charged 15% of the course fee. Any such fees due will revert to a cancellation fee in respect of the original booking if the transferred booking is subsequently cancelled.

A booking can only be transferred on one occasion. Subsequent transfers will be treated as cancellations.

Course Content and Programme Schedule

Lamajo reserves the right to alter the advertised schedule of courses, which may include cancellation of a course. Where Lamajo cancels a course, individuals with confirmed bookings on that course will be offered alternative dates. If none can be provided then a full refund will be given.

Lamajo reserves the right to alter or amend the advertised content of any course without notice in order to continuously provide a high quality service or due to circumstances beyond our control.

Lamajo will not be liable for any losses or expenses, including consequential, arising from any such alterations or amendments to the programme content and schedule including cancellation.

Exclusion

Lamajo reserves the right to refuse access to its facilities and premises where there is reason to believe that a delegate is in breach of these conditions or where a delegate uses threatening, bullying, harassing or disruptive behaviour. Lamajo will not be liable for any losses or expense (including course fees and consequential damages) incurred by a delegate arising from such an exclusion.

I have read and agree to abide by the Terms and Conditions relating to this booking, in particular, those concerning cancellation.

I accept that Lamajo, is not under any liability whatsoever in respect of loss or damage to personal property, not caused by the negligence or default of Lamajo, its suppliers, its agents and employees whilst attending the course.

SIGNATURE

DATE

Please send your completed form and payment to: Lamajo Consulting, 57 Walter Road, Swansea, SA1 5PZ
t: 0845 683 8665 m:07989 982168 www.lamajo.co.uk