

BOOKING CONFIRMATION

To confirm your place on the IT Leaders programme please complete this confirmation and fax it back to Deborah Tuthill on 01628 486699. All payments should be made to IT Leaders at the following address:

ITLeaders
Bix Manor
Henley-on-Thames
RG9 4RS

BOOKING DETAILS

Programme Title:	
Programme Date:	

DELEGATE DETAILS

	Title:	Name	Price *
Delegate 1			
Delegate 2			
* Price per delegate (excluding accommodation) = £2,950 plus VAT = £3,466.25			TOTAL

AUTHORISATION DETAILS

Purchase Order No.			
Authorisation Signature:		Date:	
Name:			
Job Title:		Email :	
Tel Number:		Fax Number:	

Company Name and Address:	Invoice Contact Name and Address:

Joining Instructions and Invoice

Delegate invoice will be issued on receipt of a company purchase order or signed booking confirmation. Joining instructions are normally sent 14 days before the programme starts. Payment terms are strictly 30 days or before course start, whichever is earlier.

Cancellation

The following charges will apply for written notice received 40 + days before the course: 10%; 21 – 39 days before the course: 50%; 1 – 20 Days before the course: 100%.

Transfers

The following charges will apply for written notice received 40 + days before the course: free of charge; 15 – 30 days before the course: 25%; 1 – 15 days before the course: 100%. If the transfer option is exercised, the original course invoice and transfer invoice remain due, even if the transfer reservation is subsequently cancelled.