

## BOOKING CONFIRMATION

To confirm your place on the IT Leadership Programme please complete this confirmation and return it to Deborah Tuthill by email to [deborah@itleaders.co.uk](mailto:deborah@itleaders.co.uk) or by fax to 01628 486699. All payments should be made to IT Leaders at the following address:

IT Leaders  
Greenlands  
Henley-on-Thames  
RG9 3AU

BOOKING DETAILS	
Programme Title:	
Programme Date:	

DELEGATE DETAILS			
	Title:	Name	Price (excl. VAT)
Delegate 1			
Delegate 2			
			TOTAL

AUTHORISATION DETAILS			
<b>Purchase Order No.</b>			
<b>Authorisation Signature:</b>		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**

Where possible we allow one transfer to the following course free of charge, providing 30 days notice is given. If notice is given within 30 days, a charge of £500 is due to cover external incurred costs.