

Workshop Booking Form



Workshop	
Fees	
Dates	
Delegate Name(s)	
Job Title	
Telephone No.	
Mobile	
Email	
Company Name	
Address	
Special Dietary Requirements?	
Any other requirements?	
Purchase Order Number	

Booking Conditions

1. Booking by a UK corporate (Plc or Ltd) or public sector booking, payment must be received within 28 days of the invoice date. Bookings from outside the UK must be paid at least 28 days before the workshop by international bank transfer.
2. If you have to cancel a workshop, you will receive a full refund of any monies paid if you notify us in writing prior to 28 days before the start date. If you notify us in writing between 14 and 28 days before the start date you will be liable for 50% of the workshop fee. If you notify us in writing less than 14 days before the start date you will be liable for the workshop fees in full. (A substitute delegate may be named at any time before the workshop commences)
3. In the unlikely event that a workshop has to be cancelled by Azilian you will be entitled to receive a full refund of any monies paid. Alternatively you may choose to attend a future workshop of similar duration. Azilian will not be held liable for any other costs that might be incurred as a result of the cancellation.
4. If this is a booking by an individual, from a UK private limited company or partnership, payment must be received by Azilian Ltd at least 14 days before the start of the workshop unless the booking is made within 14 days of the workshop, in which case payment must be received within 3 working days of the booking date.

Signature _____ Date: _____

Return to: Azilian Ltd, 2 Vicarage Cottages, Church Square, Bures, Suffolk, CO8 5BS

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