

Course Booking Form



Thank you for your enquiry regarding Endeavor Courses, Coaching and Consultancy
Please complete the form below, if you require any further details please do not hesitate to contact us

Please complete using block capitals

Project Title:	Project Date's:
	Project Cost:

Title	Delegate Name(s):	Job Title(s)	Date(s) of Birth:

Company Name (if applicable):	
Address:	
Postcode:	Tel:
E-mail:	Fax:

Please note we need a cheque or purchase order number to guarantee you a place on your course. Please use <u>one</u> of the options below.		
Payment by cheque:	I enclose a cheque for £..... as payment for Delegates Cheques should be made payable to Endeavor.	
Payment by invoice:	Invoice Required: YES/NO	Purchase order number:

Cancellation Policy

1. Payment to be made in full no later than 10 working days prior to commencement of the Project. Endeavor reserves the right to reallocate the course place to another delegate if the fees are not paid in time.
2. The following charges will apply if you wish to cancel: At any stage after confirmation are received and more than 20 working days prior to the event, 10% admin charge; 1 – 20 working days prior to the event, 100% charge. Non-attendance on the day – 100% charge. Fees may be waived in exceptional circumstances. In such cases, you must write to Endeavor outlining the circumstances in question. Decisions will be at the discretion of Endeavour's Director. Cancellations must be received in writing.
3. Cancellations may be given over the phone but must be confirmed in writing.
4. Endeavor reserves the right to cancel any course at any time, in which case alternative dates will be offered or a full refund given.

I accept the booking conditions as above	Signed:		Date:	
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DATA PROTECTION:

- Endeavor will use the information you provide on your booking and registration forms, along with additional information you may provide us in future, for the purpose of administering our training courses (and to keep delegates up to date with information from Endeavor). We will not disclose this information to any other person or organisation, except in connection with the above purpose.

Endeavor
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