

BOOKING FORM



Good On Your Feet: presentation skills that keep an audience engaged

Thursday 6 November 2008

CCT Venues Barbican, Aldersgate House, 135-137 Aldersgate Street London EC1A 4JA

Please complete the following in block capitals:

Name: _____ Company (if applicable): _____

Address for booking confirmation:

Telephone: _____ Email: _____

Purchase Order number (if applicable): _____

Signature: _____ Date: _____

- I enclose a cheque for £ 616.88 (£ 525 + VAT) made out to Management Advantage Ltd.
- Please invoice my company at the above address (NOTE: by prior agreement only)
- I have made a direct bank transfer of £ 616.88 (£ 525 + VAT) to Management Advantage Barclays Bank. Sort Code: 20-74-63, Account No: 80814636. Please quote reference 'MA061108 *yoursurname*'

I heard about this event through (name and/or organisation): _____

Bookings cannot be considered confirmed until payment has been received.

Please return this booking form by email to jperle@manadvan.com, by fax to 0870 120 5993 or by post to:
The Course Organiser, Management Advantage Ltd, 39a Brondesbury Villas, London, NW6 6AJ

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5 working days notice or less	no refund
6 - 10 working days	20% of course fee refunded
11 - 15 working days notice	50% of course fee refunded
16 - 20 working days notice	75% of course fee refunded
21 working days or more	Full refund less 10% administration fee

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