

# BOOKING FORM



## Understanding Negotiation- A Life Skill You Shouldn't Be Without

Thursday 15 May 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 £381.88 (£325 + 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 £381.88 (£325 + VAT) to Management Advantage Ltd. Barclays Bank. Sort Code: 20-74-63, Account No: 80814636. Please quote reference 'MA150508 *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](mailto: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**

### Terms & Conditions

**1. Booking Information:** Provisional bookings can be accepted by telephone or email, but only the return of a completed, signed booking form and receipt of the full fee will confirm that booking.

**2. Cancellation:** Cancellation must be confirmed in writing. Management Advantage Ltd reserves the right to charge a cancellation fee based on the notice period given as indicated by the postmark (if cancellation by mail) or timestamp (if by email), according to the following scale:

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

Management Advantage Ltd reserves the right to cancel or postpone any course at any time at its sole discretion. In the event of cancellation or postponement, the Client will be given the option of having course fees refunded in their entirety or held over to a future course.

**3. VAT:** Management Advantage Ltd VAT no. 805 5193 38

**4. Independent Consultants:** Management Advantage Ltd shall be entitled to sub-contract its obligations to qualified independent consultants, and references to Management Advantage Ltd personnel shall be deemed also to refer to such consultants.

**5. Copyright:** All course notes and materials are copyright. No part of the course notes or materials may be reproduced or transmitted in any form, or by any means, electronically or mechanically, including photocopying or recording in any information storage or retrieval system without the prior written permission of Management Advantage Ltd. Course notes and materials are provided subject to the condition that they shall not, by way of trade or otherwise, be lent, resold, hired out, or otherwise circulated without the prior written permission of Management Advantage Ltd. Any unauthorised use, duplication or lending of course notes or materials without prior written consent of Management Advantage is prohibited.