

BOOKING FORM

**—Management
Advantage —**

**Ain't What You Do, It's The Way You Do It -
Non verbal communication in business**

Thursday 25 September 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 £ 334.86 (£ 285 + 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 £334.86 (£ 285 + VAT) to Management Advantage Barclays Bank. Sort Code: 20-74-63, Account No: 80814636. Please quote reference 'MA250908 *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

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.

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