

BOOKING FORM

Corporate
Discount Plans available
for Multiple Bookings

Marketing Code: WEB

1st Delegate Name: Mr/Mrs/Ms

Job Title:

Email:

Course Title:

Course Date:

2nd Delegate Name: Mr/Mrs/Ms

Job Title:

Email:

Course Title:

Course Date:

3rd Delegate Name: Mr/Mrs/Ms

Job Title:

Email:

Course Title:

Course Date:

Company Name:

Address:

Telephone:

Invoice To: Mr/Mrs/Ms

Address (if different from above):

Telephone:

Email:

The information you provide will be held on a database and may be used by Redcliffe Training Associates to inform you of relevant events. If you do not wish to be contacted please email : Post@redcliffetraining.co.uk

CORPORATE DISCOUNTS

Various corporate discount plans are available for multiple bookings.

FOUR EASY WAYS TO REGISTER

Tel: +44 (0) 20 7462 4982

Fax: +44 (0) 20 7631 2060

Email: allafedulova@redcliffetraining.co.uk

Mail: Redcliffe Training Associates Limited,
Suites 5 – 9, 305 Great Portland Street,
London W1W 5DD

Web: www.redcliffetraining.co.uk

PAYMENT METHODS

Payment should be made within 14 days of registration. All registrations must be paid in advance of the event.

(Please Tick)

- Please send me an invoice
 Please debit my VISA MASTERCARD
 SWITCH OTHER card

(we are unable to accept Amex payments)

Card number:

Security number: Expiry date: /

Signature:

- Company card Personal card
 Bank Transfer: Royal Bank of Scotland, Sort Code: 16-00-84, Account Number: 100753 51, Account name: Redcliffe Training Associates Ltd

PAYMENT DETAILS

The cost of attending each course is set out on the course calendar page overleaf. The fees given include documentation, lunch (except for half day courses) and refreshments.

All registrations are acknowledged by return with a VAT receipt and joining instructions are despatched ten days before the course.

THE VENUE

All courses are held at a venue in the Moscow city centre. Please check the venue for selected course on course's brochure or on our web site. Training hours are 9.30 am – 5.00 pm unless otherwise stated.

CANCELLATION & TRANSFER POLICY

Terms & Conditions: An invoice will be issued as soon as a booking confirmation is received and is payable prior to the course. If the participant(s) fails to attend or the booking is cancelled the full course fee remains payable. All cancellations must be in writing. There will be a charge of £150 plus VAT in respect of cancellations notified 5 or more business days before the course in question. If the cancellation is made less than 5 full business days before the course date the full course fee is due and no fees are refunded. Participants wishing to change their booking to a later course date must notify us in writing 5 full business days before the original course date. Failure to do so will result in a transfer fee of £150 + VAT being incurred. If we are notified of a transfer on or after the day of the course a new invoice for the full course fee will be raised.