

# BOOKING FORM



COURSE TITLE

COURSE LOCATION

COURSE VENUE

COURSE REFERENCE

Please ensure that you complete all sections clearly and use one form per candidate (forms can be photocopied).

PLEASE FAX BACK TO **020 8746 7113**

OR BOOK ONLINE at [www.landellfraser.com](http://www.landellfraser.com)

OR POST TO **Landell Fraser, Unit 2, The Glasshouse  
49a Goldhawk Road, London W12 8QP**

Invoice will be sent with joining instructions.

Your place will be confirmed as soon as we receive your booking form.

## CANDIDATE DETAILS

MR  MRS  MS  MISS  OTHER

FIRST NAME

SURNAME

JOB TITLE

ORGANISATION NAME

ORGANISATION ADDRESS

CONTACT EMAIL

CONTACT TEL

CONTACT FAX

### SPECIAL REQUIREMENTS

Special dietary requirements

Special access requirements

Special equipment may require advance notice –  
please speak to a consultant on 020 8746 7112 to arrange.

**KNOWLEDGE** (Please tick one of the boxes below)

My level of knowledge on this subject is

None  Basic  Advanced

Where did you hear about this course?

Please let us know what other seminars/courses  
you would be interested in attending

**CONTACT DETAILS FOR PERSON AUTHORISING COURSE** (if different from candidate)

NAME

JOB TITLE

EMAIL

TEL

FAX

Signature/Type name

\_\_\_\_\_

Date

\_\_\_\_\_

*I have read and agree to the booking terms and conditions*

# BOOKING TERMS & CONDITIONS

Full details of our terms and conditions can be found on our website at [www.landellfraser.com](http://www.landellfraser.com)



## BOOKING

---

Bookings can be made online at [www.landellfraser.com](http://www.landellfraser.com) or by completing this booking form and either faxing it to us on 020 8746 7113 or by post to Landell Fraser, Unit 2, The Glasshouse, 49a Goldhawk Road, London, W12 8QP

## JOINING INSTRUCTIONS

---

Joining instructions will be sent out within a reasonable time after receiving your booking form. Please let us know if you do not receive it.

## PAYMENT

---

An invoice will be issued with the joining instructions once the course has been booked. Payment can be made by cheque to 'Landell Fraser' or by BACS (see details below). In exceptional circumstances (and where agreed before in writing) it may be possible to accept payment on the day of the course.

**Account Name:** J E Fraser-Bogle t/as Landell Fraser  
**Sort Code:** 30-93-79  
**Account Number:** 2671228  
**Bank:** Lloyds TSB  
21-25 Kings Street  
Hammersmith  
London W6 9HW

## LATE PAYMENT INTEREST

---

Payment is due in full no later than 14 days after the date on the invoice. Balances outstanding 15 days or more after the invoice date will attract daily interest of 8% above Barclay Base Rate.

## CANCELLATION POLICY

---

The following rates become payable to Landell Fraser if a booked course is subsequently cancelled.

Within 14 days – full fee  
Within 15 - 28 days – 50% of fee  
More than 28 days – £50.00 administration charge.

## SUBSTITUTE CANDIDATES

---

If you cannot attend the course, a substitute candidate may attend instead. All cancellations must be notified in writing.

## PROGRAMME CHANGES

---

Landell Fraser reserves the right to change the advertised programme without prior notice. Where this is necessary we will give you as much notice as possible.

## SEMINAR CANCELLATION

---

Sometimes we may have to cancel a seminar due to unforeseen circumstances. Where cancellation is due solely to Landell Fraser, seminar fees will be refunded in full. Candidate expenses remain the sole responsibility of the candidate in such circumstances.

## PRIVACY POLICY AND DATA PROTECTION

---

Landell Fraser handles all candidate data in accordance with the Data Protection Act 1998. From time-to-time we may wish to share information with 3rd parties, for example in relation to research.

- Please tick if you consent to this information being used by third parties
- Tick if you do not wish to be notified about future Landell Fraser products and services

**15% VAT will be added to all services.**