Business West Training Department

Simply complete this form and fax it back to us on 01275 370 852.

TRAINING & DEVELOPMENT

Once we have received your completed form we will confirm availability of your place(s). If you have any queries, please contact Business West training on 01275 370 761 or e-mail training@businesswest.co.uk

Booking Form

For the attention of: Business West Training Department

Company	Contact for this booking
Address	
	Postcode
Telephone	Fax
Email	

Course Details

Course title:	Course date:

Delegate Details (please send a separate form for each delegate)

Title	Name	Job title

Payment

Non-Member / Subscriber / Full Member rate (Please call 01275 370761 to check if unsure)	£
VAT (at 17.5%)	£
TOTAL payable	£

Select payment method:

Invoice me quoting reference / PO No. ☐☐☐☐☐☐☐☐☐☐ ☐

Credit card payment (please call 01275 370761) ☐

Cheque enclosed (made payable to Business West) ☐

BACSTEL-IP payment (please enclose remittance advice) ☐
(Business West, HSBC Bank, Sort Code: 40-14-13 A/C 12152436)

Terms and conditions

Cancellation / Transfer policy
28 days or more - No charge
14-27 days - 50% charge
8-13 days - 75% charge
7 days or less - 100% charge

Delegate substitution
No penalty incurred, but please notify us in advance

Cancellation by Business West
We reserve the right to cancel a course at any time but we will endeavour to give delegates as much notice as possible. In these circumstances, delegates will be offered an alternative course date, credit or a full refund.

business west

Business West
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