



BOOKING FORM

(Block letters please)

Course Title Course date

Delegate details

Surname (Mr/Mrs/Miss/Other title).....

First name Job title.....

Company name

Address

..... Postcode.....

Daytime tel. number Evening Mobile

Fax Email

Method of payment

(Please tick the appropriate box)

- Cheque enclosed for £411.25 (£350 + £61.25 VAT).
- Cheque enclosed for early booking discount for £381.87 (£325 + £56.87 VAT).
- Invoice my organisation. (Please advise us of any purchase order reference we need to quote).

Please make cheques payable to 'Managing Matters Limited'

Send invoice and VAT receipt (if not to the delegate) to:

Surname (Mr/Mrs/Miss/Other title) Initials

Job Title

Company Address

..... Post code

I have read and agree to the booking conditions for this course including cancellation terms.

.....
Signature Date

Please fax or, if sending a cheque, post your completed application form to:

Managing Matters Limited
Laurel House
Rectory Lane
Meonstoke
Hampshire
SO32 3NF

f: 01489 878 370
t: 01489 877 877
e: info@managing-matters.com

Data Protection Act 1998

By sending this information to us you consent to Managing Matters Limited recording your data for the purposes of administration and for sales records. We hope you will be interested to receive information from us about future similar services. Only carefully selected and appropriate information will be sent. If you do not wish to receive further information from us, please tick this box