

=mc Booking form

Please fill in the following form and fax (020 7978 2125) or email it back to us to make a booking. We will process your booking and invoice you by post within seven days. We will also send you a confirmation email of you booking within 24 hours. If you do not receive this email please contact us immediately to ensure your place has been booked.

If, by any chance, you do not hear from us within seven days, please call us on 020 7978 1516.

NB. This form contains no sensitive data or financial information that can be abused in any way.

Please complete each section of this booking form, using n/a where applicable.

Programme name:	
Programme date:	
How did you hear about this programme?	
If Publication, please state which:	

Your Details

Title:	
First name:	
Last name:	
Job Title:	
Organisation:	
Address:	
Postcode:	
Telephone:	
Fax:	
Email:	

Please check box if you need:	<input type="checkbox"/> Disabled access	<input type="checkbox"/> Signing	<input type="checkbox"/> Large print/Braille documents
Specify dietary requirements			
Official order number (if applicable):			

The information you provide will not be disclosed or sold to any external organisation. We may email you about future programmes from time to time.

If you do not wish to receive these emails please check the box

Please note: By submitting this form you are automatically accepting =mc's conditions of business and cancellation terms (attached). You must be authorised by your organisation to make this booking.

Terms and Conditions of Business

Public Training Programmes

=mc operates simple cancellation terms once you've made a confirmed booking.

- If you cancel more than 28 days before the programme there is no penalty.
- If you cancel a programme booking 15-28 days before the event, the full fee will have to be paid.

(You may, however, either nominate another delegate to come in your place at no extra cost or you can transfer, on one occasion, to the same programme at a later date for an administration charge of £100+VAT, provided you pay the current invoice in full. Please note that once transferred, you cannot then cancel your place.)

- If you cancel less than 15 days before your programme, the full fee is payable.
You may, however, nominate another delegate to come in your place at no extra cost.

=mc reserves the right to cancel a programme at any time without liability. Should this occur, delegates will be offered an alternative date, a refund or a credit note.