



REGISTRATION FORM

COMPLETE AND FAXBACK TO UK: 0161 332 7871 US: 303 648 4813

Company details

Company Name	Company Address

Delegate details

	Delegate Name	Job Title	Email and Telephone
1			
2			
3			
4			
5			

Course details

Course Name	Date	Location	Total fees (UK courses require VAT to be added at 17.5%)

Billing details

Name	Company	Address	PO number (if required)

Cheques made payable to Tarigo Ltd

Booking

Confirmation will be sent within 24 hours to confirm booking

Payment

An invoice will be raised when the booking is confirmed. The invoice will be emailed/posted to the billing address

Logistics

Venue details and a pre-course questionnaire will be forwarded approximately 3 weeks prior to the course.

Course fees includes all class materials, refreshments and lunch. Course fees do not include Hotel accommodation. Courses start at 9am and finish at 5pm

Cancellations, substitutions and transfers

All cancellations must be received in writing. Full refunds will be provided for cancellations received more than three weeks before the start of the booked course. Cancellations received less than three weeks before the start of the booked course will be charged at 100% of the registration fee.

Delegate substitutions can be made at any time with no additional cost

Transfers to alternative course dates can be made up to three weeks before the start of the booked course. If Tarigo Ltd must cancel for any reason, liability is limited to the registration fee only.