



TRAINING COURSE BOOKING FORM

Workshop Title: Making the Leap into Social Media

Date: 27 September 2011

Venue: Midland Group Training Services, Gulson Road, Coventry, CV1 2JG

Company Details:

Company: _____

Address: _____

_____ Post Code: _____

Telephone: _____ Fax: _____

Email: _____

Website: _____

Name of _____

Delegate/s: _____

Dietary Requirements _____

Please reserve _____ places on the Making the Leap in to Social Media masterclass at a cost of £125+VAT per delegate. I enclose a cheque for a total of £_____

Name: _____ **Signature:** _____ **Date:** _____

Integrated Marketing Communications Specialists

t: 024 7652 0025
e: info@bridgepr.co.uk
www.bridgepr.co.uk

Bridge PR & Media Services Limited
Faraday House, Electric Wharf
Coventry CV1 4JF

Strategic Media Consultants
Public Relations
Online Marketing

Digital PR
Social Media Marketing
Training and Mentoring



Terms and Conditions of Booking

How to Book

It is possible to provisionally book a place on a course. To make a provisional booking, please call 024 7652 0025 or book online using the downloadable booking form.

Provisional bookings will expire after 10 working days or within 5 working days of the start date of the course, whichever is sooner, unless they have been confirmed.

To make a booking (or to confirm a provisional booking), the Training Course Booking Form must be completed and returned, along with payment, to Bridge PR & Media Services Ltd at the address below:

Course Booking Team, Bridge PR & Media Services Ltd, Faraday House, Electric Wharf, Coventry, CV1 4JF

The Training Course Booking Form is available after selecting the course you wish to attend on the Bridge PR & Media Services website at www.bridgepr.co.uk.

For a booking to be confirmed it must be accompanied by payment. Please see Methods of Payment below.

Methods of Payment

Payment of course fees must be made in advance and should be made at the time of placing a booking.

Payment can be made by cheque payable to Bridge PR & Media Services Limited or by PayPal.

If require an invoice can be issues. This must be specified on the Training Course Booking Form at the time of booking along with an official Purchase Order Number. Invoices must be settled within 30 days or in advance of the training course, whichever is the sooner. Please note that a booking is not secure until payment is received.

VAT

All payments quoted are inclusive of VAT, which is applicable at the standard rate.

Cancellation

Bookings can only be cancelled in writing by post or by email.

Cancellations within 10 working days of the training start date will be charged the full course fee. Cancellations within 11 to 20 working days of the training start date will be charged 50% of the course fee. Cancellations within 21 to 30 working days of the training start date will be charge 25% of the course fee. Cancellations more than 30 working days in advance of the will incur no charge.

Delegate Submission

It is possible to substitute an alternative delegate on any place booked at no additional cost.

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Course Transfer

A confirmed booking may be transferred to another of Bridge PR & Media Service's training courses, availability permitting, provided that the course takes place within three months of the date originally booked. Bridge PR is not obliged to ensure suitable alternatives are available. Requests to transfer should be made in writing by post or email. A booking can only be transferred on one occasion. Subsequent transfers will be treated as cancellations.

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