

To confirm your in-house training, please fill out this form, making sure to complete **all** details, and return to us, with authorised signature via the details below. Once you have returned your form, your details will be processed and you will receive a confirmation email with all relevant course information. For further information please contact us.

Total Success Training Ltd

IN-HOUSE BOOKING FORM

Course Title	
Course Date/s	
Delegate Numbers	
Organisation Name	
Training Venue	
Postcode	
Training Manager/ Co-ordinator	
Direct Line	
Reception Phone	
Fax	
email address	
Authorised By - Name and signature	
Job Title	
Please indicate Method of Payment	Invoice <input type="checkbox"/> Invoice with P.O <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> BACS <input type="checkbox"/>
Purchase Order reference (if applicable)	
Accounts Payable contact details (inc. email address)	
Invoice address details if different from above	

The rate for training will be: **£895** + VAT per day/ £600 + VAT per half-day, excluding travel or accommodation.

The hours of engagement are: **9.30 - 5.30**

Equipment: are you able to supply a Projector, Screen, Flip Chart and TV/Video?

Total success will be required to provide: Course Documentation

All completed and returned booking forms are bound by the following Terms and Conditions without exception: This contract specifies that Total Success has been contracted to supply training for and on behalf of the above client. Cancellations will only be accepted by written confirmation at least **20 working days** prior to the date of each course. Failure to notify us within the given period will result in full course fees being charged. A date may be postponed **15 working days** prior to a course taking place, but the client should be aware that cancelling a course date subsequent to its being postponed will result in full fees being charged. **All fees must be paid in full prior to each course.** A VAT invoice will be sent on receipt of booking form. All cheques are to be made payable to Total Success. For BACS payments contact the office for details. Overdue payments will automatically incur a £75 administration surcharge and will be applied every 7 days.

Please sign this form and RETURN it to:

Total Success, 4a Nelson Rd, Greenwich, London SE10 9JB
Tel: 0208 269 1177 Fax: 020 8305 0555 email: tsuccess@dircon.co.uk
web: www.tsuccess.dircon.co.uk

OFFICE USE ONLY	Invoice file	Invoice	Calendar	email