

Open Course Booking Form

Please complete the following information below and submit by email to:
orders@burgehugheswalsh.co.uk to confirm the booking:

Event Title:			
Dates of Event:		Our Ref. No.	
Venue Details:	Burge Hughes Walsh Limited, 6 Allerton Road, Rugby, Warwickshire CV23 0PA		
Primary Contact Details:			
Title:		Full Name:	
Job Title:			
Company Name:			
Contact Address:			
Postcode:			
Contact Telephone:	Contact Email:		
Delegate Details: Please list the names of all of the delegates below and indicate whether any of the delegates have any dietary requirements or special needs.			
No. of Delegates:			
Name of Delegate 1:		Email:	
Name of Delegate 2:		Email:	
Name of Delegate 3:		Email:	
Name of Delegate 4:		Email:	
Name of Delegate 5:		Email:	
Dietary Requirements:		Special Needs:	
Fee Details:			
Total Net Fee: (VAT will be added to all invoices):			

How to Book:

1. Please email the completed form to orders@burgehugheswalsh.co.uk.
2. An invoice will be sent to you on receipt of the booking form. To secure a place on the course, payment should be made in full by **13th September 2024**.
3. If you require further information, please contact 01788 550015.

Terms and Conditions of Booking:

1. Joining details will be sent to delegates two weeks before the start of the course.
2. If any delegate should have to cancel this booking and a substitution cannot be provided, the following refunds will be given:

Notice Period	Refund (if full payment has been made)
On or before 16 th September	Full refund
Between 17 th September and 2 nd October	25% refund
Between 3 rd – 15 th October	No refund

Cancellations should be made by email to orders@burgehugheswalsh.co.uk by 4pm.

3. In the event of a cancellation by Burge Hughes Walsh Limited all monies transferred will be refunded.
4. The cost of the course includes a set of materials, lunch and refreshments during the day. It does not include accommodation.

Confirmation:

I hereby confirm booking for the course detailed above. I have read and understood the terms and conditions and agree to abide by them.

Signed: Date:

Name: (CLIENT)

Signed: Date:

Name: (BHW)