

Course Title			
Course Date		Course Venue	
Delegate 1		Delegate 2	
Delegate 3		Delegate 4	
Company Name			
Address			
Postcode		Telephone	
Fax		E-mail	
Authorised by		Position	
Nature of Business		No of Employees	
Terms and Conditions of Booking	<ul style="list-style-type: none"> <li>• <b>Delegate substitutes</b> can be made at any time without incurring a cost</li> <li>• <b>Cancellations</b> – The following charges apply if you cancel;            21 – 28 working days before course – 20% of course fee            11 – 20 working days before course – 50% of course fee            1 – 10 working days before course – 100% of course fee</li> <li>• <b>Transfers</b> made up to 21 working days prior to a course will be subject to a \$50 AUD administration</li> </ul>		
<p><b>We would be happy to assist those delegates wishing to undertake the training on a residential basis with their accommodation arrangements, upon request.</b></p>			
Please reply if special diet is required			
<p>I enclosed a cheque of \$..... Please make payable to Balkwell Limited</p>			
Please invoice Purchase Order No			
Please send to		<p>Balkwell Consulting, The Turbine,            Coach Close, Shireoaks, Worksop, Nottinghamshire.            S81 8AP, UK            Tel: +44 (0)1909 512135            Fax: +44 (0)1909 501000            Email: office@balkwelltd.com            Web: www.balkwelltd.com</p>	