

# marketability

## training workshop booking form

### TO MAKE A BOOKING ...

Phone us on **020 8977 2741** or email **rachel@marketability.info** to check availability and make a provisional booking. We'll hold it for you for five working days.

### THEN ...

1. Complete this booking form below and **fax it to 020 8977 2741**, OR:
2. Mail it to: **Marketability Workshops, 12 Sandy Lane, Teddington, Middlesex. TW11 0DR**, OR:
3. Complete online and email it to **rachel@marketability.info**
4. Booking forms in PDF format can also be downloaded from our website.

Please book the following Marketability Workshop places:

Name of Delegate	Job Title	Workshop	Date	Cost*
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____

SPECIAL DIETARY OR OTHER REQUIREMENTS: \_\_\_\_\_

### \*COST - standard fee is £375 + VAT, but you can claim discounted prices for the following:

1. **Early Bird Discount:** book 3 calendar months or more before and pay £350
2. **Multiple booking discount:** 3 places for £325 each booked on this form, or 6 places for £295 each
3. For the best rates we offer, ask today about the **Marketability Carnet:** 10 training days in any 12 months for you to cash in as you please. £2,750 + VAT
4. **EBulletin subscribers:** single course places at £325.

EBulletin subscribers are always the first to know about special offers. See below for details of how to sign up.

### YOUR DETAILS

Name (if different from the delegate): \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**NB: Please include your email address so that we can contact you in connection with this booking. We will NOT send you marketing emails unless you tick the box below or otherwise opt in.**

Sign up for fortnightly eBulletins and qualify for discounted prices, as well as keeping up with topical news and tips. Just go to [www.marketability.info](http://www.marketability.info) and hit the eBulletin button for more info OR email **rachel@marketability.info** today with 'EBulletin please' as the subject line, OR tick the box on the left

We will ONLY postal mail you with details of Marketability's training and marketing services. If you do NOT wish to be postal mailed, please tick here and post or fax this form back to us.

### REGISTRATION & PAYMENT

On receipt of your booking from we'll send you confirmation of places(s) booked and a registration form for each delegate. Prepayment is generally required: we'll send you an invoice 2-6 weeks before the workshop, or with your registration details. Cheques should be made payable to **Marketability (UK) Ltd** and sent to the Teddington address.

### CANCELLATIONS

We know that cancellation can occasionally be unavoidable, and will do our best to keep charges to a minimum. You can substitute another delegate, or cancel 4 weeks or more before a course, at no charge. If we can re-fill the place we will also waive charges. For cancellations 1-4 weeks before the course a fee of 50% of the course fee will apply. Cancellations within 1 week of the course regrettably must attract full payment. We reserve the right to cancel courses at short notice if dates are under-subscribed, and strongly recommend delegates checking with us prior to booking travel arrangements, unless we've confirmed the date by sending joining instructions.