

Training - Booking Form

Product Management and Product Marketing for Telecoms , IT and Software

1 Delegate details

Name:

Job title:

Contact number:

Email:

2 Contact details (if different to delegate)

Name:

Job title:

Contact number:

Email:

3 Billing details

Company name:

Address:

Country: Postcode:

Email:

4 Course start date

5 Payment, I wish to pay by (please tick) UK Maestro Visa Mastercard Electron

Start date (if any) End date

Issue no (if any) Security code Card number

Please invoice my company Purchase order number (if required)

Signature

Date

To make your reservation, either:

Scan the completed form and email to info@productfocus.com or fax to 0207 099 0950

Money-back guarantee: If a delegate feels that neither their skills nor understanding have improved after completing the course they should inform the instructor, requesting a refund, before leaving the venue. Product Focus will provide a 100% refund of the course fees for that delegate.

Payment: An invoice will be raised when the booking is confirmed. The invoice will be posted to the billing address and emailed (if an email address is provided). If paying by credit card, no invoice will be raised but a receipt will be provided by email.

Payment terms: Payment must be received within 30 days of receipt of an invoice and before the course date, whichever is earlier. For courses within 30 days, immediate payment is required to secure a place. The course fee covers course materials, lunch and refreshments, but not hotel accommodation.

Alternate delegate: An alternate delegate can be substituted at any time and at no cost.

Cancellation: Cancellations must be made in writing (e.g. by email). If the cancellation is 30 days or more before the course then a full refund will be given. A 50% refund will be made for cancellations received 15 to 29 days before the course. No refund will be made for cancellations less than 15 days before the course or for 'no-shows' on the day.

Course transfer: A single transfer to an alternate course date can be made up to 30 days in advance of the date of the originally booked course at no cost.

Course cancellation: Product Focus reserve the right to cancel the course in which case our liability is limited to course fees. In case of cancellation delegates will be emailed a minimum of 2 weeks before the scheduled course start date.