

Please choose the programme that you wish to book below and enter your details.

Programme: Autumn 2021- September – November 2021

Spring 2022 – January – March 2022

Enter your details

Name: _____ Job title: _____

Telephone: _____ Email address: _____

Organisations name: _____

Address: _____

Delegates details

Are you attending this course yourself?

Yes I am attending this course myself

No I am booking on behalf of someone else – enter details below

First delegate

Delegates name: _____ Delegates job title: _____

Delegates email address: _____ Delegates mobile number: _____

If you are booking for more than one delegate please add further details

Second delegate

Delegates name: _____ Delegates job title: _____

Delegates email address: _____ Delegates mobile number: _____

If you are booking more than two delegates please contact the organisers to discuss group opportunities.

Invoice details My invoice details are as above: Please use these invoice details:

Organisation name: _____

Address: _____

How did you hear about this programme? _____

Programme fee and payment

The leadership programme cost is £895 per person.

We will invoice you and this will be sent via email within two working days. Once you have received your invoice we request that you pay by bank transfer within 30 days.

I have read and accept the Terms and Conditions

Your data will not be shared with any third parties.

We will contact you from time to time by e-mail with marketing information about our own similar services. If you do not wish to be contacted for this purpose, please tick the box.

Signature

I understand that I am confirming a booking and this is subject to cancellation charges under the cancellation policy.

Signed: _____

Date: _____

Please return your booking form by email to: andrewcoates@amccoaching.co.uk

Terms and Conditions

1. Payment

Payment to be made on provision of an invoice and within 30 days of the invoice date. If invoiced less than 30 days before the start of the programme then to be paid within 48 hours of the booking.

The delegate and organisation placing the booking shall be jointly liable for the payment of the programme fee. Bookings are fully confirmed once the full payment is received.

2. What if I need to transfer dates or have to cancel?

All cancellations and transfers should be made in writing via email to andrewcoates@amccoaching.co.uk, rather than a phone call.

Transfers to different programme dates if required is possible subject to availability and must be made more than eight weeks before the start date.

You may only transfer once per booking. We also require the course fee to be paid before the original course date. If you cancel after transferring, the appropriate fee is due.

The following cancellation charges apply to services:

| Time period | Charge |
|---|-------------|
| More than 8 weeks from the programme start date | No charge |
| 6-8 weeks from the programme start date | 50% of fee |
| 4-6 weeks from the programme start date | 75% of fee |
| Less than 4 weeks from the programme start date | 100% of fee |

Cancellation should be notified to the service providers by email and the charges applicable shall be calculated from the date of the email.

3. Substitution

Should the agreed people delivering the services be unavailable for any reason outside their reasonable control then Antony Allen Consulting and AMC Coaching will offer a substitute of at least comparable experience and ability to provide the services. The service providers will provide the delegates as much notice as possible of their inability to provide any of these services.

4. Confidentiality

Except as required by law the service providers will not disclose or use for any purpose without the delegates prior written consent, other than in performance of the services, any information relating to the delegates. These confidentiality undertakings shall continue notwithstanding the expiry or termination of this agreement.

5. Copyright and intellectual property rights

Copyright and all intellectual property rights in the programme materials remains the ownership of the service providers.

6. Liability

We will not be liable to you for any claims, liabilities, losses, damages, costs, expenses, fines and/or penalties unless they are caused directly by our negligence and/or breach of these Terms.