

BOOKING FORM

The ONE Programme 2008



DELEGATE

Mr/Mrs/Ms/Miss/Dr/Other

Name

Position

Company / Organisation

Address

Postcode

Email

Telephone No

Mobile Telephone No

Fax No

Dietary/Access Requirements

FEES

The course fee is inclusive of tuition, one-to-one coaching, delegate packs, refreshments, and lunch. Please complete and return the booking form to the above address clearly stating your method of payment. The course fee is £4,950 + VAT.

PAYMENT

Cheques should be made payable to **The ONE Programme Ltd**. Receipts will be issued for all non-invoiced payments. To secure your place, an initial deposit of £750 + VAT is required. The balance of the fee is £4,200 + VAT and is payable on or before the 1st January 2007. We also offer the opportunity to pay the balance of the fee in 12 monthly instalments of £350 + VAT. Please contact us for further details.

RETURN FORM

Please return to: **The ONE Programme, FREEPOST (SWB40197), Falmouth, TR11 3ZZ**

- Please invoice the full amount of £ 4,950 + VAT (£5,816.25)
- Cheque enclosed for the full amount of £4,950 + VAT (£5,816.25)
- Deposit cheque enclosed for £750 + VAT (£881.25), and
 - Balance of £4,200 + VAT (£ 4,395) to be paid in lump sum, please invoice.
 - Balance of £4,200 + VAT (£ 4,395) to be paid in 12 monthly instalments. Please send further details.

CONTACT

Please call us on **0845 226 53 54** or email one@theoneprogramme.co.uk

Documentation

A welcome and assessment pack will be provided 2 weeks before the start of the programme. Please note that copyright and all other intellectual property rights in all course materials shall remain the sole and exclusive property of The One Programme Ltd (ONE) or, in the case of a course developed by a partner of ONE, the partner organisation. The client undertakes that they will not copy or permit the photocopying of course materials, nor disclose or permit the disclosure or sale or hire of the same to third parties, nor use the same for running independent courses.

Booking Conditions

A refund will be issued on all cancellations received in writing up to 28 working days prior to the course, less the £750 + VAT non-refundable deposit. No refunds will be issued for cancellations received after this time which therefore means that the delegate will be liable for the full programme fee. A substitute delegate is welcome at no extra charge. The content and timing of programmes and identity of speakers may be altered for reasons beyond the control of The One Programme Ltd. ONE reserves the right to cancel or reschedule any part of the programme in exceptional circumstances and will advise the client immediately should any such change be necessary. Naturally, ONE will use all reasonable endeavours to avoid changes of this nature.