

E-BUSINESS COURSE ORDER FORM

CONTACT NAME:		ADDRESS:	
COMPANY NAME (if applicable)			
JOB TITLE:		DATE:	
EMAIL ADDRESS:			
TEL NO:		FAX NO:	

COURSE NAME			
COURSE DATE			
COURSE LOCATION			
NO. OF DELEGATES			
DELEGATE NAMES	1	2	
	3	4	
	5	6	
Discount Code (If applicable)			
Sales Representative (If applicable)			
FEE per delegate (plus VAT which will be added at 17.5%)	E-Business Strategy and Marketing 1-Day Instructor-Led Course Online Marketing and Branding 1 Day Instructor-Led Course 10% Discount Applied if 2 Delegates Booked 20% Discount Applied if 3 Delegates or more Booked (Discounts applied before VAT)	£495 +VAT	
NOTES (Special dietary requirements, disabilities etc)			

Payment Details: Payment is due in full before delivery and your place (s) is only guaranteed once payment has been received.

How To Make Payment:

For your convenience, as well as secure online ordering via Learnebusiness.com, you may choose one of the following payment methods:

- 1) Cheque Payable To: Echo E-Business Management Ltd (to the address above).
- 2) Credit/Debit Card Payment: Book Securely Online at www.learnebusiness.com or Call us on 0845 838 4869
- 3) Bank Transfer to: Echo E-Business Management Ltd, Account Number: 21430025, Sort Code: 40-47-02, HSBC Bank, 25 High Street, Windsor Berks, SL4 1LN

Please Refer to the Below Terms and Conditions

Fax or Mail this Form to Us

Fax number: 0871 994 1280

Mail Address: Echo E-Business Management Ltd, 2 Southwell Gardens, London, SW7 4SB

Please process my booking. I have read and agree to the attached Course Booking Terms & Conditions

SIGNATURE _____

DATE: _____

Course Booking Terms and Conditions

Payment

Payment is due in full before delivery and your place (s) is only guaranteed once payment has been received. If there are insufficient places available on your chosen date, you will be offered an alternative day or a refund.

Payment must be made:

- 1) At time of booking - Online via debit/credit card or via our telephone sales line
- 2) By cheque within seven days of receipt of invoice, providing the training course is no sooner than 21 days from the date of booking.
- 3) Bank Transfer within seven days of receipt of invoice, providing the training course is no sooner than 21 days from the date of booking.

In all instances payment must be with us 10 days before the course is due to take place. Please contact us, with any queries regarding this.

Cancellation

Should you decide to cancel, the following fees apply:

- 30 days or more prior to training - no charge
- 29 days or less prior to training - admin fee of £99
- 14 days or less prior to training - for cancellations received on or after this date, or in the event of non-attendance, a 100% cancellation fee applies

All cancellations *must* be made in writing and will be acknowledged in writing. Alternatively, you may send someone else from your company for no additional charge. Call us in advance to discuss further.

Reimbursement

While we do not wish to cancel any of our courses, Echo E-Business Management Ltd reserves the right to cancel or reschedule any training course at any time, under acceptable circumstances. In the highly unlikely event of this happening, we will offer you a choice of alternative dates or a full refund. We are not responsible for any extra costs incurred as a result of a cancelled seminar.

Course Venues

We select training venues for quality, safety, efficiency and customer comfort. We hire these venues and their services from third party companies such as Regus, or directly at the venues. We will not be liable for any damages or costs relating to personal damage, loss, theft, failure to provide service or other, by the venue. However, it is of concern to us if our clients are not satisfied or have a complaint about a venue. We will assist you with supporting any complaints you have about the venue, to the venue facilitator.

It is our endeavour to ensure high standard and quality that you and your staff deserve. We welcome any feedback from yourselves, company or delegate, to ensure your entire satisfaction with our services. In the unlikely event that you are dissatisfied with any of our courses, we will do everything in our power to resolve issues to your complete satisfaction.

Contact Details: Should you have any enquiries about this form, Please contact Echo E-Business Management Ltd on 0845 838 4869. Alternatively, you may contact our sales representative directly via the contact details they have provided.