



Training Booking Form



Thank you very much for commissioning the services of Oberoi Consulting Ltd.

The purpose of this booking form is to confirm the details of your booking and to inform you, the client, of our terms of business. Please sign and return this form to confirm your booking.

Contact Details			
Venue:		Date:	
Contact		Role:	
Telephone:		Fax:	
Email:			
Training Details			
Subject			
Timings:		Maximum Number of Delegates:	
Equipment Required (Client's responsibility)	<ul style="list-style-type: none"> • Screen • Overhead data projector 		
Equipment Required (Consultant's responsibility)	<ul style="list-style-type: none"> • Support material • Laptops with relevant software 		
Agreed Costs:			
Consultant:			
Phone Number:	01332 224251		
Email:	admin@oberoi-consulting.com		



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Objectives for the session:

Oberoi Consulting's Terms and Conditions of business

1. Course booklets and supporting information will be provided for up to 5 delegates, additional booklets are available at £15.00 per pack if required.
2. The quoted cost includes travel costs.
3. 50% of total costs are due to confirm the booking
4. Full payment of invoice is required within 30 days of receipt of invoice.
5. Cancellation charges apply as follows:
 - 1-2 weeks prior to agreed date – 50% charge
 - < 1 week prior to agreed date – 75% charge
 - Cancellation on day of workshop – 100% charge

Can you please sign below and return this booking confirmation form, which confirms your booking and forms a contract of service provision between yourself and Oberoi Consulting Ltd

NAME : _____

SIGNATURE: _____

DATE: _____