

Training workshop booking form (page 1 of 2)
(Please use one form per delegate)

1. Choose a way to book

Via our website
 www.healthcareA2Z.org/shop

OR


Fax the booking form
 to 0800 066 4843

OR

Post this form to Healthcare A2Z
 10 Bennell Court, West Street
 Comberton, Cambs, CB23 7EN

If you wish to discuss any details regarding your booking, call Lynn Parker on 07920 113140

2. Select a workshop and date (tick your selection)

Course	Location	Date	Location	Date
	<input type="checkbox"/> Bournemouth	24th March, 2009	<input type="checkbox"/> Manchester	11th June, 2009
	<input type="checkbox"/> Bristol	4th June, 2009		
	<input type="checkbox"/> Bristol	23rd April, 2009		
	<input type="checkbox"/> Bournemouth	19th May, 2009		

3. Enter your details and payment method (one form per delegate)

Dr Mr Mrs Ms (please circle)

First name _____

Surname _____

Job title _____

Department _____

Organisation _____

Address _____

Postcode _____

Telephone _____

Fax _____

Email _____

By cheque

Please make cheques payable to: **Healthcare A2Z Ltd**

By invoice

Please send an invoice to (complete in block capitals)

Name _____

Department _____

Organisation _____

Address _____

Postcode _____

Purchase order number: _____

By credit/debit card

(Please debit my Visa/Mastercard/Solo/Maestro)

Cardholder's name _____

Card no _____

Valid from _____ Expiry date _____

Issue No (if applicable) _____

Card security code _____ (the last three digits of the

number in the signature strip on the back of your card)

Signature _____

Card billing address (if different from above)

Name _____

Department _____

Organisation _____

Address _____

Postcode _____

Your booking confirmation will be sent by email -
 please write your email address clearly.

However if you prefer to receive confirmation by
 post please tick this box

Please specify any special dietary or access requirements.

I agree to the terms and conditions (overleaf)

Name _____

Signature _____

Date _____

Training workshop booking form (page 2 of 2)

4. Venue

The venue will be confirmed within 4 weeks of the event and a map of the venue will be sent to you. Please contact us if you require venue details earlier.

5. Delegate fee

£195 + VAT (£224.25) per delegate (**Applies to Board to Ward and The Seven C's Workshops**)

The delegate fee includes, lunch, refreshments, and all course materials including delegate packs, take-away work-based tools, a resource CD-Rom (if applicable), and a companion guide for use in practice.

6. Terms and conditions

Payment is due at time of booking. Healthcare A2Z's payment terms are 30 days from date of invoice, or, if the booking is made less than 30 days before the course date, then the payment must be made before attending the course.

A refund, less a 20% administration fee, will be made if cancellations are received in writing, at least 4 weeks before the event. We regret that any cancellation after this time cannot be refunded, and that refunds for failure to attend cannot be made, however substitute delegates are welcome at any time.

We reserve the right to reschedule the date or cancel due to circumstances beyond our control. In these circumstances course fees will be refunded in full.

Minimum delegate numbers apply. Should the course not reach the minimum number we will offer an alternative date/location or a full refund.

7. Confirmation of booking

All bookings will be confirmed by email (unless otherwise instructed). Please contact us if you have not received a booking confirmation 10 days after submitting your booking.

Your contact information will be held on Healthcare A2Z's database and may be used to update you with details of other products and services. If you DO NOT wish to receive this information please tick this box.

Healthcare A2Z Ltd (a company limited by guarantee)

10 Bennell Court, West Street, Comberton, Cambridgeshire, CB23 7EN

Telephone: 01223 263407 Email: info@healthcareA2Z.org Web: www.healthcareA2Z.org

Registered office: 82B High Street, Sawston, Cambridge, CB2 4HJ, VAT no: 837701911, Registered in England no: 5097402