

Corporate Booking Form

Coaching Performance Excellence Accreditation Programme

March – December 2010

Company Name – in block capitals please

Company Address – in block capitals please

Company Contact Details:

Telephone:

Fax:

E-mail:

Industry Sector:

Delegate Name – in block capitals please

Position within the company:

Invoice Address (if different to above) – in block capitals please

Invoice Contact Details:

Name:

Telephone:

E-mail:

Purchase Order No. (if applicable):

Terms and Conditions

- Provisional bookings may be made by telephone but must be confirmed by return of this form within seven days.
- Postponement or Cancellation
 - In the event that the Client notifies Lane4 of their intention to cancel the booking or part of the booking, the Client will pay the irrecoverable costs incurred by Lane4 in connection with the cancelled booking or part of the booking.
 - In the event that the Client cancels their booking the Client will pay the Fees in respect of the cancelled elements of the booking as detailed below:
 - Once workshop 1 has been completed, it is the client's responsibility to notify cancellation before the commencement of the second workshop. If this is not done the client has committed to pay the full outstanding amount
 - The balance is non-refundable.
- The deposit is a non refundable deposit, and must be paid 30 days prior to the commencement of the course.
- In the event of an emergency or illness of any of the consultants, Lane4 will undertake to provide a suitable replacement who is respected, competent and familiar with the content, subject to the Client's agreement.
- The client shall pay all invoices within 30 days of issue.
- Lane4 shall not at any time during or after termination of this agreement divulge or allow to be divulged to any person any confidential information relating to the business or other affairs of the Company.
- The full copyright in the materials and any other intellectual property rights pertaining to the content and format of the event, shall remain vested in Lane4 and may not be reproduced by the Client to third parties without Lane4's expressed prior consent.
- Lane4 reserve the right to postpone if the programme is unviable due to a lack of numbers. In this event delegates will be given one month's notice from the date of the first workshop and in these circumstances delegates will be entitled to receive a refund on monies paid.

Please complete and sign this section (Please tick ONE box only):

- I enclose a cheque for the full amount of £5,995.00 + V.A.T.
- I enclose a cheque for the deposit of £1,199.00 + V.A.T., and I understand that I will be invoiced for the balance remaining on 1st June 2010
- I wish to be sent an invoice for the deposit, and a further invoice to be sent on 1st June 2010

I have read and agree to the terms and conditions of this course, and I understand that the deposit paid is non-refundable, and that I am committing to pay the full amount due in June 2010.

Signed _____ Date _____

Name _____