

Booking Form

Please complete and return this booking form (retain a copy) to Logwood Management Consultant
P O Box 34504

Please return booking forms by: Post to: Logwood Management Consultants Email: admin
@logwood.org.uk Fax to +44(0) 207 635 8105

Please try to book at least 3 weeks in advance, to avoid possible course cancellations.

Organisational details

Organisational Name

Address

City

Post Code

Telephone

Email

Number of sites for organisation

Total number of employees

Please book the following people on the Logwood Training courses

Delegate Details Title (Mr/Mrs/Miss/Dr/Ms)

Job title

First name

Surname

Address

City

Post Code

Course reference code

Cost

Direct telephone number

Mobile number

Email address

Fax number

Approving manager name and title

Invoicing details (if different from above)

Title (Mr/Mrs/Miss/Dr/Ms)

Job title

First name

Surname

Address

City

Post Code

Direct telephone number

Email address

Accounts Payable Telephone Number

Payment Options

Method of Payment

Cheque enclosed (made payable to Logwood Management Consultants Ltd
Send to P O Box 34504 London SE15 4WR.

Please invoice. Purchase order number.....

Terms and Conditions

1. No reservations will be accepted from an individual unless the full fee accompanies this booking form or an official body has agreed to be invoiced.
2. If the delegate cancels the booking and written notices reaches Logwood before three weeks a full refund will be made, after three weeks but before two weeks 50% refund will be given and after two weeks but before 7 days 25% refund made
3. Your booking will be confirmed in writing by the Development Team at Logwood Management Consultants.
4. All information provided by the delegate on this form will be held confidential by Logwood Management Consultants and under no circumstances be disclosed to any external organisation.

Please print this form as required for each delegate.

FOR OFFICE USE ONLY

DATE

REFERENCE

INVOICE NUMBER

CODE