



Booking Form (photocopy this form)

Course Details

Course Name _____

Course Date (s) _____

Delegate Details

Title: Mr Mrs Miss Ms Other

Full name: _____

Job title: _____

Direct tel no: _____

Fax no: _____

Email: _____

CIM Membership No
(if applicable): _____

Company Details

Company name: _____

Company Address: _____

Town: _____

Postcode: _____

Main tel no: _____

Contact Details

Same as delegate: _____

Contact Name: _____

Job Title: _____

Main tel no: _____

Payment Details

Please invoice my company: _____

Purchase order no. (if required) _____

I enclose a cheque payable to Marketing Tom
Media Ltd

Signature: _____

*By signing above I agree to accept Marketing Tom
Media's booking terms and conditions.*

Date: _____

We would like to periodically email you regarding
other training courses run by Marketing Tom Media
that we think may be relevant to you.

Yes, I wish to receive email correspondence from
Marketing Tom Media

Mail to: Marketing Tom Media Ltd
Malthouse Avenue
Cardiff Gate Business Park
Cardiff
CF23 8RU

Email to: enquiries@marketingtom.com

Terms & Conditions

Bookings

Can be made by post or by email and are regarded as confirmed bookings when made. An online booking form can be accessed from:

<http://www.marketingtom.com/workshops.html>

Telephone

Bookings should be confirmed within 10 days and can only be regarded as provisional until we have received written confirmation.

Cancellations

Written notification of cancellation of the course booking within 0 – 30 days (inclusive) of the course date, or failure to attend a course without prior written notification, will be subject to the scale of charges shown in the Transfer and Cancellation table. The full course fee is due 30 days prior to the course date:

Courses booked inside 30 days must be paid immediately. If payment has already been made only the remaining percentage of the course fee, after the transfer or cancellation charges have been applied, shall be refunded.

Substitutions

Clients may substitute the original delegate with another person at no extra charge. Written notification is required to substitute a delegate .

Transfers

Written notification is required to transfer a booking to another course. Course booking can be transferred without charge when notification is received 31 or more days prior to the start date of the originally booked course.

Where notification is received within 15 – 30 days (inclusive) of the start date of the originally booked course, a once only transfer is allowed with a 25% charge where notification is received within 1 – 14 days (inclusive) of the course date. If that transfer is then cancelled or changed at any time, the full course fee remains payable.

Transfers on the day shall only be permitted when supported by a doctor's certificate. In all other circumstances 100% of the course fee will be payable. Only one transfer is permitted per booking. Subsequent transfers or cancellations shall be affected in line with the conditions outlined in the Transfer and Cancellation table.

Transfer and Cancellation Table

Number of days notice	% Course fee payable	% Course fee payable
	<i>Cancellation</i>	<i>Transfer</i>
31+ days	No charge	No charge
15-30 days	100% of fee due	25% of original fee
1-14 days	100% of fee due	50% of original fee

(the original event fee is the amount that has been invoiced, ie this may show a discount if the delegate is a member).

All late bookings, first confirmed within 30 days of the event date, will be subject to normal cancellation and transfer terms and conditions. Entry to the course will be denied if payment has not been received or prior written agreement has not been given.

Payment

All course fees must be paid in full not later than 30 days prior to the start of the course or immediately for late bookings. Settlement of the invoice is only deemed to have happened when the full amount has been paid and cleared.

Cancellation of course

Marketing Tom Media Ltd (MTM) reserves the right to amend or cancel any course, course times, dates or published prices. Changes to course price, times and dates will be advised before the course start date and any course already paid in full will not be subject to the increased price. As a course may be cancelled up to two weeks prior to its start date, we recommended that delegates do not make travel arrangements before this time. Any travel costs incurred are entirely the delegate's responsibility. MTM does not accept any liability for reimbursement of travel costs.

Intellectual property

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