



## Course Booking Form

Please complete and return to Globis Learning & Mediation Centre  
By post: Unit 1 Wheatstone Court, Waterwells Business Park  
Quedgeley, Gloucester GL2 2AQ  
By email: info@globis.co.uk  
By Fax:0845 1305772

Name of course attendee (one per form)	
Organisation details if applicable	
Address inc postcode	
Telephone Number	
Email	
Job Title	
Booking contact and telephone number if different to above	
Details of any special requirements	
Course date and details	
Payment details	<input type="checkbox"/> Payment enclosed <input type="checkbox"/> Please invoice me for the full amount <input type="checkbox"/> Please contact me to pay by credit card



### **Terms and conditions**

Full payment is required prior to the course commencing.

Confirmation will be sent in writing with joining instructions

Cancellation: A fee of £75 will be charged if a booking is cancelled 20 or more days before a training course commencing

No refunds can be given to delegates with less than 25 days of the training commencing.

Substitute delegates are welcome to attend in place of original delegates.

Please confirm any cancellations in writing.