



Events for building professionals

# Booking Form

Refreshments and a light lunch are provided on each course. All bookings will be acknowledged and final instructions will be sent prior to the event. This will be done by email where an email address is supplied.

*You can also book and pay on-line at [www.merlin-events.co.uk](http://www.merlin-events.co.uk)*

Course title \_\_\_\_\_

Course date \_\_\_\_\_ Cost \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_

Position \_\_\_\_\_ Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Payment Methods

I enclose a cheque for the amount of £\_\_\_\_\_ made payable to "Merlin Events & Marketing"  
(A VAT invoice will be sent to you by return).

Please debit card number below the amount of £\_\_\_\_\_ Security code

Card number

Start date  /  Expiry date  /  Issue number (Switch only)

Name on card \_\_\_\_\_

Please send me a proforma invoice for the amount of £\_\_\_\_\_ + VAT.

**Cancellations** received in writing by four weeks before the date of the course will be subject to a 25% administration fee. After this time no refunds will be made, however places are transferable and colleagues are welcomed in replacement. All course times shown are approximate and may be subject to change. We reserve the right to make reasonable changes to the speakers or the programme and to cancel courses without further liability, at which time fees will be refunded in full.

*Post or fax this form to the address below, or book on-line at [www.merlin-events.co.uk](http://www.merlin-events.co.uk).*