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| **Communication and behaviour – Booking form 2024** | |
| **Venue** | Speaking Space, Romsey, Hampshire |
| **Please tick the course(s) you wish to book** | 🞏 18th April 2024 (£95 inc. VAT) |
| **Name of attendees and job titles** |  |
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| **Name of booking contact** |  |
| **Address** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Please provide details of any requirements for attendees e.g. access** |  |
| **How did you hear about this training?** |  |
| **Total fee due (inc. VAT)** |  |
| **Please select your method of payment** | 🞏 Cheque *(cheques to be made payable to Speaking Space (Romsey) Ltd*  🞏 Invoice *(please provide details below)* |
| **Name of invoice contact** |  |
| **Address** |  |
| **E-mail address**  *Please note that all invoices are emailed* |  |

***Terms and Conditions***

**Confirmation of booking**: upon receipt of your booking, a letter confirming your place with further details and a map of the location will be sent to you.

**Cancellation**: Over 3 months’ notice: no charge; 1 - 3 months’ notice: 20% of the training cost; less than 1 month notice: 30% of the training cost; less than 24hours notice and non-attendance 100% of the training cost.

**Payment**: payment for the course is due 30 days from the date of invoice. After that, interest will be added at 8% over the Bank of England base rate. Invoices are emailed and if this is not possible, an administration fee of £1 will be added to your invoice.

Please see our website for more information on our privacy policy: <http://www.speakingspace.co.uk/privacy-policy/>

**Please return this form either by e-mail to office@speakingspace.co.uk**

**or by post to Speaking Space, Fleming House, Alma Road, Romsey, Hampshire SO51 8ED**