



Personal details			
Name and address		Invoice address if different	
Postcode			
Tel:		Mobile:	
Email:			
Please ensure and appropriate email is provided as all correspondence will be sent electronically – hard copies will not be provided.			
<b>Signed</b>			<b>Date</b>
Costs: The cost of each seminar is £170 plus £29.75 VAT			
Please tick the box of the seminar(s) you wish to attend			Tick
Getting the work done	02/11/10 Coventry	199.75	
	09/11/10 London	199.75	
What's the difference	16/11/10 Coventry	199.75	
	25/11/10 London	199.75	
Party Wall – part one	30/11/10 London	199.75	
	06/12/10 Coventry	199.75	
Book all three Diversity seminars at the discounted price of £450 plus £78.75 VAT (Total £528.75). Please tick the three seminars you wish to attend.		528.75	
Total amount due (please calculate and enter here)			£

Please send a signed copy of this booking form and any cheques to:

**BlueBox partners**  
220 Sharrow Lane  
Sheffield  
S11 8AS

**For general enquiries**

info@blueboxpartners.com  
www.blueboxpartners.com  
**0845 260 3500**  
and select 'training' option

Payment details	
<input type="checkbox"/> <b>Option One:</b> I enclose a cheque for £	made
payable to 'BlueBox partners Ltd'	
<input type="checkbox"/> <b>Option Two:</b> I wish to pay £	by the BACS
system, please send me the BlueBox partners bank details.	
As soon as we receive your completed and signed booking form, we will send you a confirmation email together with our BACS details (if appropriate).	
Terms and conditions	
<ul style="list-style-type: none"> <li>Payment is required with the booking form (or confirmation that BACS has been paid);</li> <li>Confirmation of your booking will be provided by email</li> <li>If you do not receive confirmation of your order, the person who originally made that order is responsible for contacting BlueBox partners to request a further copy.</li> <li>BlueBox partners reserves the right to withdraw the Service.</li> <li>BlueBox partners reserves the right to vary the content of the Service.</li> <li>BlueBox partners is not liable for any financial costs or charges associated with the Service which may be incurred by delegates.</li> <li>In the event of your cancellation, charges will apply in line with charges incurred by BlueBox partners, plus an administration charge of £25 + VAT.</li> <li>BlueBox partners checks the venues for accessibility. Please let us know if you have access or other requirements.</li> <li>Copyright of the Service material belongs to BlueBox partners and is for the participant's personal use. It must not be copied or transferred to any other party; any breach of this condition may lead to legal action being taken.</li> <li>BlueBox partners takes the privacy and security of the personal information you provide very seriously. Your details are held in a secure database with authorised access only. We apply data processing policies in compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations (EC Directive) 2003.</li> </ul>	