

**Architextural Sales Training Course Booking Form**

Date of Training		
Company Name		
Company Address		
Home Address (for track and trace purposes)		
Postcode		
Contact Name		
Tel Number		
Email Address		
Number of places <i>£195+ VAT per person</i>		
Delegate Name		£
Delegate Name		£
Special dietary requirements? <i>(please state)</i>		
Total Payable	£	

I have also read and acknowledge acceptance of the attached terms and conditions and understand that a full payment of £195 + VAT per person will be required to confirm my booking. Payment can be made by cheque, credit/debit card by phone.

Signed.....

Date.....

Please complete and return this form to reserve your place by email [sam@williamsmith.co.uk](mailto:sam@williamsmith.co.uk) We will contact you to confirm availability on your chosen date and take payment upon receipt of this booking form.

## **Terms and conditions**

### Payment terms

A payment of £195 + VAT per person will be required to confirm your booking.

### Delegate Substitution

If a delegate is unable to attend for any reason, you may send an alternative person for the training at no additional cost.

### Cancellations and Transfers

Cancellations will be accepted with at least 10 working days' notice prior to the course date and a full refund will be provided. For cancellations made with less than 10 working days' notice, we are unable to offer a refund. In the unlikely event that William Smith have to cancel a course due to reasons beyond our control, payment will be refunded in full.

If you do happen to show Covid-19 symptoms on the lead up to the training course, please do not attend and let us know as soon as possible and we will be able to transfer you to the same course on an alternative later date.

### Accommodation

William Smith can recommend overnight accommodation options for you, at a discounted rate. Please note booking and settlement is made directly with the hotel. In addition, please be aware that there may be restrictions on certain hotels in the area due to COVID-19.

### Refreshments

William Smith will provide refreshments throughout the day free of charge for all delegates.

### Times

09:00 Registration/Coffee/lateral flow test

09:30 Start

12:30 Lunch

16:30 Finish