



Adding Magic to your Facilitation Skills
St George's House, Windsor, UK 13 – 15 July 2007

Delegate details

Title: **Mr, Mrs, Ms, Miss** (delete as appropriate) **Other:**

Name:

Position:

Organisation:

Address:

Post code: Phone:

Email:

Do you have special access needs? Please specify

Do you special dietary needs? Please specify

Fees and Payment details

Please tick appropriate box

I enclose full payment of **£1550 plus £271.25 VAT (£1821.25) or \$2900 (US dollars) or € 2693 (euros)**
(cheques should be made payable to Wilson Sherriff Ltd)

I have raised a purchase order and will pay **£1550 plus £271.25 VAT (£1821.25) or \$2900 (US dollars)**
or € 2693 upon receipt of invoice

Purchase order number:

All booking and payments to:

Please send or email this booking form with payment or purchase order number to:

Wilson Sherriff – the Facilitation Experts
43 Fordwich Road, Welwyn Garden City, Herts AL8 6EY

Tel: +44 (0) 1707 883881
Fax: 0870 054 8941
Email: carol.sherriff@wilsonsherriff.com

Booking terms

I accept the booking terms set out on page 2

Signature Date.....

Places are strictly limited. Please book early to avoid disappointment.

TERMS AND CONDITIONS

Fees

Fees include an evening meal on Friday night, full board on Saturday and breakfast and a light lunch on Sunday. They also cover a private guided tour around St George's Chapel, sung and spoken evensong in the chapel, a tour of the main Castle and a discount voucher for the Chapel shop.

All fees are subject to VAT.

There are two ways to pay. By cheque made out to Wilson Sherriff Ltd with the completed booking form or, if you wish us to invoice you, you must supply a valid purchase order number with your booking form, in which case fees are payable upon receipt of invoice.

Cancellations made within 10 working days of the course date will be charged the full fee. Delegates cancelling before this will be charged a £30 administration fee per person.

After you book

We will send you an email acknowledgement of your booking, and email to you detailed joining instructions approximately ten days before the course. Please make sure we have your up to date email address. If you have not received anything a week before the course, please contact us.

Limitation of Liability

Delegates are responsible for taking care of their own property. Liability for accident, injury or loss suffered while attending Wilson Sherriff events will only be accepted by Wilson Sherriff if it is directly due to negligence on our part. Wilson Sherriff accepts no responsibility for any loss incurred whilst using material or information obtained at its events.

Cancellation of Events

Wilson Sherriff may have to cancel an event. In this case we will return any fees already received. We will not refund any other costs you incur as a result of the cancellation.

Please photocopy this form for multiple bookings.