



**Jeremy Humphries**  
.com

*reel of experience...  
a centre of excellence*

## Course Booking Form

Please complete ALL sections of this form and send with your payment to secure your booking.

<b>Course Title</b>	
<b>Date</b>	
<b>Location</b>	
<b>Course Tutor(s)</b>	
<b>Fees (Add VAT)</b>	

<b>Your Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Job Title</b>	
<b>Department</b>	
<b>Email Address</b>	
<b>Signature</b>	

Please provide an overview of your current situation, experience and qualifications, a copy of your CV will also be required (continue on a separate sheet if necessary).

Please provide an overview of your aspirations for the course, what you hope to achieve and learn (continue on a separate sheet if necessary).



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## Booking Terms and Conditions

By signing the booking form, you are agreeing to the Terms and Conditions of Booking.

Payment of the course fees must be made in advance. Your booking is not secured until payment is received and cleared.

We reserve the right to alter the advertised schedule of courses, which may include cancellation of a course. Individuals with confirmed bookings will be offered alternative dates. If none can be provided then a full refund will be given.

We reserve the right to alter or amend the advertised content of any course without notice in order to continuously provide a high quality service or due to circumstances beyond our control.

We will not be liable for any losses or expenses, including consequential, arising from any such alterations or amendments to the programme content and schedule including cancellation.

Delegates who cancel their place on the course must inform the Course Administrator in writing, at least 7 days prior to the commencement of the course. Otherwise delegates will be charged the full course fee for cancellations after that date. No refunds will be given for non-attendance.

## Payment Information

### By Cheque

Please complete and return with your cheque to:

#### **The Course Administrator**

Berrymead Productions  
Berrymead Cottage  
Lower Hamswell  
Bath, BA1 9DE

Cheques should be made payable to  
**Berrymead Productions Limited**

### By BACS Transfer

Please complete and return, indicating that you have made a BACS payment

Payments should be made as follows

**Bank Name** : HSBC  
**Sort Code** : 40-09-19  
**Account Name** : Berrymead Productions Ltd  
**Account Number** : 32430045

Please send your payment with the Booking Form - your place cannot be guaranteed without payment.