



rowan
live better

Management Today
Day 1 – Nov 13 th , Day 2 - Dec 3 rd 2019
Day 1 9.30am - 4.30pm, Day 2 9.30am-12.30pm
Rowan Consultancy, 4 Kinnoull St, Perth PH1 5EN

Booking and Payment Deadline – Tuesday 15 th October 2019			
Applicant Name			
Date of Birth			
Address			
Mobile Number			
Email Address			
Organisation (if applicable)			
Organisation Address			
Invoicing Email / PO number if applicable			
Name/Email of manager or referral agent			
How did you hear about this course?			
Fee Option – Please refer to Booking Conditions	A. Full £375 + VAT	B. Multiple Discount £356.25 + VAT	C. PCC Discount £337.50 + VAT
Please provide details of special requirements:			
I agree to the Booking Conditions as detailed:		Yes	No
Signed:		Date:	

For instructions on completing the form electronically please see <https://helpx.adobe.com/reader/using/fill-and-sign.html>

Booking Conditions:

1. Self-funded bookings will only be accepted if accompanied by full payment - – please include cheque or call the office to pay with credit or debit card.
2. Bookings funded by employers must be accompanied by the correct details (email included) for invoicing plus any Purchase Order details that may be required.
3. Applicant Cancellation with notice given before Day 1 of the course:
 - 90% Refund with more than 8 weeks' notice
 - 50% Refund with 8 – 4 weeks' notice
 - No refund with less than 4 weeks' notice
4. Training is provisional on minimum numbers attending and we reserve the right to cancel if these numbers are not reached. In this case applicants can choose a full refund or transfer of fee to a future course.
5. Rowan offices are located on the second floor and there is no lift.
6. It is the applicant's responsibility to inform us in advance of any special requirements so that we can try to accommodate them.
7. The data supplied on this form is covered by Rowan's Privacy Policy which can be found on our website at <http://www.rowan-consultancy.co.uk/privacy-policy.htm>

Fees:

- A. Full - £375 + VAT
- B. Multiple booking Discount – 5% for second and subsequent bookings £356.25 + VAT
- C. Perthshire Chamber of Commerce discount – 10% £337.50 + VAT