



Delegate Fee: One-Day Course Registration Form

Central Government/ Business/ Local Authorities/Academic/Third Sector	
1 day attendance	£570 per delegate

Delegate Details

Delegate Name	Position	Email Address
1.		
2.		
3.		
4.		
5.		

Key Contact Details

Name: _____
 Organisation: _____
 Department: _____
 Address: _____
 Telephone: _____
 Fax: _____
 Email: _____

☐ I wish to receive joining instructions exclusively on behalf of the delegate(s)

Invoice Details

Name: _____
 Organisation: _____
 Department: _____
 Address: _____
 Telephone: _____
 Fax: _____
 Email: _____

☐ Send invoice directly to key contact

Purchase Order No. (if applicable): _____

Method of Payment

- ☐ Please invoice my organisation for £_____ + VAT (at 20%)
☐ I enclose a cheque for £_____ + VAT (at 20%) payable to CPS Framework Ltd.
☐ I will pay by Government Procurement Card or Credit Card. Please contact me to obtain the necessary details.

Confirmation

A refund, less a £150 administration charge, will be given for written cancellations if they are received from you more than 30 days before the course date. If notification of cancellation is received less than 30 days prior to the date of the course there will be no refund, however a substitute delegate may attend subject to Government Exchange's approval.

Signed: _____

Date: _____

**EMAIL BACK TO ahte.hamid@governmentexchange.co.uk
OR FAX BACK TO 0203 137 1459**