Government Exchange

Centre *for* Parliamentary Studies

Delegate Fee – Strategic Thinking Course

	Central Government/ Business/ Local Authorities/Academic/Third Sector
2-day attendance	£985 per delegate

Delegate Details

Delegate Name	Position	Email Address
1.		
2.		
3.		

Key Contact &

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 will pay by Government Procurement Card or Credit Card. Please contact me to obtain the necessary details.

Confirmation

When completing this booking form the purchaser is liable for full payment of the course fees. Invoices are dispatched upon receipt of the registration form and payment must be made immediately upon receipt of the invoice. Cancellations will be accepted in writing no later than 7 days from the date of the invoice and are subject to an administrative fee equal to 25% charged per cancelled delegate place. Cancellations received after this date will be subject to the full delegate fee, which will also be charged in the event of non-attendance. Notwithstanding, delegate substitutions may be issued in writing at any time and will not carry any further charge, subject to Government Exchange's approval. Government Exchange reserves the right to change the date and / or venue of the course.

For full 'Terms and Conditions' & 'Privacy Policy' please visit; www.governmentexchange.co.uk/terms-and-conditions

☐ I would like to receive information about similar course ☐ I accept the Terms and Conditions and Privacy Policy

Signed: _____

Date: _____

EMAIL BACK TO: enquiry@governmentexchange.co.uk

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