

2008 Summer Training Programme

Booking Form

1. Organisation details:

Contact Person*		
Job Title		
Organisation		
Address		
Telephone		
Fax		
Email		
Delegate's Name(s)	Delegate's Email	Delegate's Job Title

* Invoice will be sent to the contact person, the delegate will receive joining instructions.

2. Training course

Delegate's Name	Course Code and Options	Length (days)	Cost (£)
Total (See 2008 course fees)			

Note: 2008 course fees

Forest Courses range	Prices (inc. VAT)
One day	£ 295
Two days	£ 575
Three days	£ 775
Four or Five days	£ 975

3. College Accommodation

Delegate's Name	Date	Number of nights	Total Cost (£)
Total			

Note: The cost of the college en-suite room (Bed and Breakfast) is 75 GBP/night/person

4. Other Oxford Accommodation: Accommodation Finding Fee (£20/delegate) *

Delegate's Name	Date	Number of nights	Total Cost (£)
Total			

* Information on hotels and other accommodation in Oxford is available on our website so you can book your own accommodation. We are happy to book it for you subject to a £20 non-reimbursable finding fee. Delegates will have to arrange their own payment with the hotel or guesthouse.

5. Dietary requirements: Please indicate if you require special dietary requirements

Delegate's Name	Special dietary requirements

6. Summary of Total Costs

Training Programme and accommodation	Total Cost (£)
Training course	
College accommodation	
Other Oxford accommodation	
TOTAL	

VAT:

All costs above include VAT at 17.5%.

VAT exemption: Companies qualifying for VAT exemption should provide us with written confirmation of exemption.

6. Payment options

Full Payment must be made in Pounds Sterling to ProForest Ltd and received **before 6 July 2007** by one of the following methods:

- PayPal** through ProForest website only
- Wire Transfer:** The Cooperative Bank, Olympic House, 6 Olympic Court, Salford M5 2QP, Great Britain, *Sort Code 089250, Account Number 70146729*, Swift Code if making transfer from overseas **CPBKGB22**
- Cheques:** to be made out to ProForest Ltd. We can only accept Sterling cheques drawn on a UK bank
- UK BACS:** *Sort Code 089250, Account Number 70146729*

I agree to be bound by ProForest's Terms and Conditions of Booking.

Signed _____ Date _____

POST your booking form to **ProForest, South Suite, Frewin Chambers, Frewin Court, Oxford OX1 3HZ, UK**

FAX your booking form to **+44 1865 244820** or

EMAIL us at info@proforest.net or andry@proforest.net

Terms and Conditions of Booking

1) Forest Training Fee

We will confirm courses and accommodation on the basis of receiving the full payments

Accommodation Finding Fee: With regards to other Oxford accommodation, a £20 non-refundable accommodation finding fee is required at the time of booking.

2) Alterations: All courses are offered subject to sufficient demand. ProForest reserves the right to cancel/reschedule courses. If we do so we will offer an alternative course or full refund.

3) Payment: Payment is required in advance of the event. ProForest Ltd reserves the right to refuse admission if payment is not received. Sometimes it can take several days for money to arrive if you send it through the banks. It is your responsibility to make sure it arrives in time. All bank charges must be paid by the delegate.

4) Cancellation Charges

Training Course: There is £50 cancellation charge prior to 6th of June 2008. Subsequently, if the delegate cancels their bookings after the 6th of June 2008, the cancellation charge is 25% of the course fee.

Accommodation: The cancellation charge is 66% of the cost of accommodation prior to 6th of June 2008. Subsequently, the full cost of the accommodation is charged after 6th of June 2008.

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