



Booking Form - Selling Skills 1- An Introduction to Sales

Please complete the details below, and post with a cheque made payable to "LearningTalk" for the appropriate amount in Euros to LearningTalk, 35 Weston Meadow, Weston Park, Lucan, County Dublin. All remittances will be acknowledged by email.

Questions? Call us on 086 384 3670, or email joe.houghton@learningtalk.com

Details of person booking the course

Your Name

Your Role

Your Company

Your telephone

Your email

Confirmations will be emailed to this email address, so please check it is correct!

Course Booking Details

Course Selling Skills 1 – An Introduction to Sales

Date March 31st – April 1st 2004, Ashling Hotel, Dublin

Number attending

Cost per person

€800

Please list the names of each delegate e.g. John Smith, Mary Malone so we can print name badges etc.

Delegate Name(s)

If you have any specific requirements or needs, such as dietary restrictions, disability issues etc., please make a note below so we can ensure the best possible experience for you on our course. All efforts will be made to facilitate such requests.

Special instructions

Total Remittance

Number attending x Cost in EURO per person. N.B. - There is NO VAT chargeable on Training Courses

If you are happy with the details as shown, please print this page and post it with your cheque attached.

The Small Print

Substitutions

- Customers are free to substitute attendees at any time up to the start of a course - however, in order for LearningTalk to be able to prepare training materials, please notify us of such changes as early as possible, so name badges etc can be printed correctly.
- If a substitution is requested where the original attendee has gained a discount on the course fee, this must be agreed in writing with LearningTalk prior to the course. In the event that such a substitution is made without such agreement, LearningTalk reserve the right to charge the full price for the substitute's participation on the course.

Cancellations (these must be received in writing or by email):

- Full refund for cancellations received by LearningTalk up to 14 days prior to the first day of the course
- 20% charge for cancellations received by LearningTalk between 13 & 5 days prior to the first day of the course
- 50% charge for cancellations received by LearningTalk 4 days or less prior to the first day of the course
- In the event of LearningTalk having to cancel a course, full refunds of all monies received will be made, with discounts on rescheduled course dates offered to participants.

Full course details at : www.learningtalk.ie/courses.htm



Tell Us About Yourself

Ref :SS1-0404

It really helps us to tailor our course materials and the new courses & services we offer if we can find out a little more about you, your training & development needs etc.

If you get a chance, please spend a few moments filling in this form and either post it to us or hand it in during the course. As a service company we are keenly aware that addressing the needs of our customers - you - is the most important part of what we do, so tell us what you want, and we'll do our best to provide it!

Please either write in your responses or tick all the boxes which apply to any particular answer.

Your name		
Your role / position		
Your email address		
Your telephone numbers	Office.....	Mobile	
Your company name & address		
What future courses might you be interested in attending? We can tailor courses to suit specific requirements on request.		
Where would you prefer to attend courses?	Central Dublin <input type="checkbox"/>	Other major cities <input type="checkbox"/>	
	Outside the M50 <input type="checkbox"/>	In-house <input type="checkbox"/>	
Who authorises your attendance on training?	I do <input type="checkbox"/>	My HR department <input type="checkbox"/>	
	My line manager <input type="checkbox"/>	Other (specify)	
Who pays for your training?	My budget <input type="checkbox"/>	My HR dept <input type="checkbox"/>	
	My line manager <input type="checkbox"/>	Other (specify)	
In your company, who is responsible for organising and booking training?	I am <input type="checkbox"/>	Training Dept <input type="checkbox"/>	
	HR/Personnel Dept <input type="checkbox"/>	My line manager <input type="checkbox"/>	
	If not you, can you tell us who is responsible :		
	Name	Email	
How many days / yr of training can you take?	1 – 5 <input type="checkbox"/>	6 – 10 <input type="checkbox"/>	
	More than 10 days <input type="checkbox"/>		
Do you prefer 1 day courses or longer courses involving overnight stays?	1 day courses <input type="checkbox"/>	Overnight stays <input type="checkbox"/>	
What can LearningTalk do to become one of your preferred training partners?		

Thank you for your time.