

Booking Form



Springboard

The Career Development Programme

berkoffdesign.co.uk/springboard

Terms & Conditions

How to book

Please complete this PDF booking form and email to andrea@berkoffdesign.co.uk. Alternatively, you can complete the booking form by hand and post to: The Studio, 42 Lowther Drive, Enfield, Middx EN2 7JW

Booking confirmation

Once we have processed your booking, we will send you a confirmation email with an electronic invoice. Your place is guaranteed once payment has been received.

Payment

You can pay by either BACs or cheque to the account details supplied on your Invoice.

Fees

The programme fee is £550 plus VAT.

This fee includes four one-day workshops, the Springboard manual, lunch and tea and coffee.

Discounts

Discounts are available for public sector and not-for-profit organisations, self-funders and groups. Please either email andrea@berkoffdesign.co.uk or call 078 039 039 70 for further details.

Joining instructions

Joining instructions, including venue details and map, will be issued approximately one week prior to the course.

Cancelling your place

If you notify Berkoff Springboard in writing (via letter or email) up to 28 days before the start date of a course, you will receive a full refund less an administration fee of 20% (plus VAT) of the programme fee. If you withdraw for whatever reason within the 28 day period, the full fee will remain payable even if you are unable to nominate a substitute attendee.

Non-attendance

If you fail to attend the programme on which you are booked without giving prior notice to the Berkoff Springboard, we will be unable to refund the course fees.

Cancellation

Where circumstances dictate, Berkoff Springboard reserves the right to alter published programmes, trainers, fees or venues without prior notice. In the event of a course being cancelled, a refund of the course fee will be made but no compensation will be paid for any additional costs incurred.

To confirm your place, please complete this form, save it and return by email to Andrea Berkoff at: andrea@berkoffdesign.co.uk

I would like to attend the 4 Day Springboard Programme

The programme fee is £550 per person, plus VAT.

For Group Bookings, complete this form for each attendee.

Springboard Programme starting date:.....

Delegate Surname:.....

Delegate First name:.....

Company Name:.....

Billing Address:.....

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Postcode:.....

Telephone No:.....

Email:.....

Your reference or P/O No:.....

Your name:.....

On behalf of:.....

Signed:.....

Date:.....

I have read and agree with the terms and conditions.