

Thank you for your interest in one of our courses. Please complete the booking form below and send to:

Email: enquiries@swiftmanagement.org.uk

Post: Swift Management Services Limited, 103 Beattyville Gardens, Barkingside, Essex, IG6 1JZ

Once your booking has been accepted you will receive a confirmation email, once payment is received your place on the course will be held for you. You will then be sent a delegate pack 2 weeks prior to the course date.

Course Title			
Course Date		Location	
Candidate Names	1. 2. 3. 4.		
Dietary Requirements			
About You			
Company Name			
Email Address for information to be sent			
Payment preference (Please Tick One)	Invoice to Company	Personal Cheque	Debit/Credit Card
Signature			Date

Terms of Booking:

Your place on the course is held for you once payment is received.

Cancellation policy:

You will be entitled to a 100% refund if the course is cancelled by Swift Management Services Limited

If you or your company cancel the booking the following refunds will apply.

- Cancellation within 28 days of the course date 95% of fees will be refunded.
- Cancellation within 14 days of the course date 50% of fees will be refunded.
- Cancellation within 7 to 13 days of the course date 20% of fees will be refunded.
- Cancellation within 0 – 7 days of the course date the course fees are non-refundable.

Please refer to our website for our privacy policy for details of how we use your information

www.swiftmanagement.org.uk