

DELEGATE BOOKING FORM

TL FIRST INTEGRATED MANAGEMENT GROUP

PLEASE COMPLETE IN BLOCK LETTERS

NAME OF ORGANISATION	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	
CONTACT PERSON	

DETAILS OF DELEGATES AND PROGRAMMES

COURSE NAME/TITLE	NAME OF INDIVIDUAL	JOB TITLE
	1	
	2	
	3	
	4	
	5	

- Multiple delegates/bookings attract an additional 10% discount.
- PROCESSING FEE TO BE ADVISED WHERE APPLICABLE

PLEASE MAKE CHEQUES AND DRAFTS PAYABLE TO '**TL FIRST PLUS**' (**TL FIRST LTD**)
NIGERIAN BANK CREDIT TO INTERCONTINENTAL BANK PLC: **ACCOUNT NUMBER 15005 18661**
UK BANK CREDIT TO HSBC BANK PLC: **BIC/SWIFT: MIDLGB2118F IBAN No: GB41MIDL40063471377531**

DO YOU REQUIRE ACCOMMODATION? (**Rates/Cost will be advised separately**)
ROOM TYPE: STANDARD (_____) EXECUTIVE (_____) ROYAL (_____)

FOR MORE INFORMATION, PLEASE CONTACT TL FIRST INTEGRATED MANAGEMENT GROUP:

NIGERIA: +234 1 840 0875-9, +234 705 504 00 00

UK: +44 208 663 6400, + 44 77 33 77 88 68

Website: www.tlfirst.com Email: events@tlfirst.com or info@tlfirst.com.



TERMS AND CONDITIONS OF BOOKING

These terms and conditions are intended to be legally binding between the person and/or organisation booking the course and 4d Consulting UK / TL First Integrated Management Group.

What the price includes

The price includes the advertised conference/workshop, lunch, refreshments and gift packs for all delegates. Please allow up to 4 days for confirmation of your registration. If you need to contact us before the event you can contact our local office by telephone or email to admin@4dconsulting.com or events@tlfirst.com. Those attending should pay the full fee of the course before the programme begins, unless prior arrangement is made with TL First.

Charges for additional services will be advised separately.

All monies paid in respect of programme are fully refundable up to 22 days before the programme begins. Training fees can be transferred to a later course or the place can be taken by someone else within your organisation. If, due to unforeseen circumstances, you cancel within 22 days and 7 working days, of the event, we may at our discretion refund all monies received, less 15% administration expenses. Cancellations within 7 days are not refundable. TL First will not be liable for any other expenses incurred.

Copyright

The intellectual rights to all course contents and course material are protected by copyright. The customer may not reproduce sell or hire course materials and agrees to use them only for post course reference. Course documentation can only be provided to those who attend courses.

Course Changes

We seek constantly to improve the quality of the course being offered and therefore reserve the right to modify courses without prior notice to the customer. We also reserve the right to re-schedule courses. In such events the customer may refuse to accept the re-booking and claim the refund of any payment already made, but shall not be entitled to any compensation.

Offsite Training

If training is provided at a client's premises the following conditions apply. Trainers must have a suitable environment in which to deliver the training. Trainers must also have access to the appropriate hardware and software to carry out the specified training. Trainers will only be using existing installed software to deliver training and as such no liability is accepted for any problems which occurred with any hardware or software either during or after the training. If the trainer finds s/he cannot do the training due to problems with any of the above, TL First reserves the right to charge the customer for the trainer's time and travelling costs.

Privacy and data protection

We do not sell, trade or rent your personal information to others. We will add your details to our database to process your booking and so that we can keep you up to date with relevant details or our services. If you do not want to receive any further information from us by post, phone or email, please contact info@tlfirst.com