In House Course Booking Form

Welcome to Excellence

Please can you arrange and deliver the following in-house course for my staff:

Course title: _____

Preferred Course date: _____

Course venue: _____

Main contact name: _____ Job title: _____

Company name: _____

Company address: _____

Postcode: _____ Fax: _____

Tel: _____ Email: _____

I understand that Tourism South East will provide the:

- Trainer
- Course materials, paperwork, certificates and lapel badges (where applicable)

I understand that my Company will need to provide the:

- Venue with Room suitable for training, laid out as advised
- Refreshments and Lunch for trainer and delegates
- Equipment (Flip chart, pens, * laptop presentation kit/OHP, Screen, TV & Video/DVD, Digital Projector)
- Delegate names and numbers at least one week before the course

*** Please advise us if you require the trainer to supply a laptop.**

Costs

Course title	Cost (VAT exempt)	Maximum Delegates	Course title	Cost (VAT exempt)	Maximum Delegates
Welcome Host *	£795.00	16	Lead, Motivate and Succeed	£900.00	12
Welcome Host Plus	£800.00	16	Welcome Management	£950.00	12
Welcome All	£800.00	16	Welcome E Business / Smarter Marketing	£950.00	16
Welcome Line	£850.00	12	Green Advantage	£795.00	16
Welcome International	£895.00	14	Effective Upselling	£850.00	14

*Welcome Host now has **City & Guilds accreditation** by completion of a multiple choice exam paper at the end of the standard course day. Only an additional £12 per person - To book or for more details, please email spook@tourismse.com

How did you find out about the Welcome to Excellence courses? _____

From the table above, are there any other courses you would like more information on?

_____

Payment (Complete as applicable)

* I enclose a cheque for £_____ (made payable to 'Tourism South East')

* Please invoice: (Quoting purchase order number _____)

Invoice address:

_____

Cancellations must be notified in writing at least two weeks before the publicised date of the course.
Please note cancellation after this time will result in the full fee being payable.

Signed: Date:

Tourism South East is committed to equality of opportunity. A full copy of the Equal Opportunities policy is available on request. If you do not wish to receive information relating to Tourism South East's products and services, please tick ☐

Please return this form to:

Training Services, Tourism South East, 40 Chamberlayne Road, Eastleigh, Hampshire, SO50 5JH
Tel: 023 8062 5400 Fax: 023 8062 0010