

IntrepiData

Statistical and Spreadsheet Solutions and Training

EXCEL ANALYSIS CLINIC BOOKING FORM

Please complete this form in **BLOCK CAPITALS** and send to:
IntrepiData, Gear House, Saltmeadows Road, Gateshead, Tyne & Wear, NE8 3AH
Fax: 0191 477 2320

ATTENDEE DETAILS:-

Title: Surname: First Name:

Job Title: Department:

Email:

Company / Organisation Name:

Company / Organisation Address:

Telephone Number:

APPOINTMENT DETAILS:-

Please book my Excel Analysis Clinic appointment for:

Appointment Date:

Appointment Time:

Venue:

Cost (exc. VAT):

Signature*:

Date:

*** By signing and returning this form, you are agreeing to the terms and conditions of booking shown below**

TERMS AND CONDITIONS:-

How to book - To book your appointment, please complete and send the form to IntrepiData. Upon receipt of the completed booking form your application will be acknowledged and an invoice issued.

Appointment instructions - Relevant appointment information will be sent to delegates approximately one week before the appointment.

Fees - Appointment fees are payable upon IntrepiData's receipt of the completed booking form. An invoice will then be sent to you and cheques should be made payable to "IntrepiData". Please ensure payment is made no more than one week after booking. Attendance at the appointment will not be permitted if IntrepiData has not received the fee prior to the day of the appointment.

Laptops – You will need to bring a laptop with Excel 2000, XP, 2003 or 2007 installed, and data you wish to discuss during the appointment.

Cancellation - Cancellation must be submitted in writing, to IntrepiData. Notification of cancellation received 28 days or more before the appointment will receive a full refund. We regret that no refunds can be made for cancellations received within 28 days of the appointment.

IntrepiData cancellation - Please note that we reserve the right to cancel any appointment without liability other than a refund of the appointment fee.