



# Presentation Skills Training Courses

## Terms & Conditions

### Credit/Debit Card Payment:

To pay by Credit/Debit cards please call face2face communications limited on 020 8390 5970

### Booking Conditions:

By accepting these Terms and Conditions, you accept that you have made a booking.

To guarantee your booking face2face communications limited must receive your full payment 14 days prior to the course date. If full payment is not received 14 days prior to the course date face2face communications limited cannot guarantee your place at the course.

In the event of cancellation, if notice is received by face2face communications limited, No.4, 16 Langley Avenue, Surbiton, Surrey, KT6 6QL in writing at least 28 days prior to the course date, a full refund will be made.

Between 28 days and 14 days before the course date, a refund will be made, less a booking fee of £45 + VAT.

Less than 14 days prior to the course date, no refund will be made. Substitute participants will be accepted. If no substitute can attend, you will be charged the full amount due.

Full details and joining instructions will be sent to *fully-paid registered participants* 2 weeks in advance of the course date.

If you have not received conference details within a week of the conference, please telephone *face2face communications ltd* on 020 8390 5970.