



# Essential Communication Skills



**BJ Projects**  
Unlocking your potential

## Registration Form

**Please would you register:**

First Name:		
Surname:		
Organisation or Business:		
Position or Role:		
Contact phone:	Day:	
	Mobile:	
Email contact:		
How did you find out about this workshop?		

**For the workshop on:**

- Thursday 26<sup>th</sup> March
- Tuesday 26<sup>th</sup> May
- Wednesday 24<sup>th</sup> June
- Tuesday 28<sup>th</sup> July
- Tuesday 25<sup>th</sup> August
- Wednesday 23<sup>rd</sup> September
- Thursday 26<sup>th</sup> November

**Please send the invoice to:**

Name: (individual or business)	
Address:	
Purchase order reference:	
Please email invoice to:	
Please note that payment is required in full within 7 days of invoice and prior to the course start date.	

**Authorised by:**

Name: (individual or business)		
Contact phone:	Day:	
	Mobile:	
Email contact:		
By authorising attendance at this course you confirm you have agreed to BJ Projects terms and conditions of business overleaf.		





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## Terms and Conditions

### Refund Policy for Courses

For in-house or customised courses, a full refund of the investment will be given for courses cancelled one calendar month or more prior to the agreed commencement date.

Cancellations within four weeks of the agreed commencement date will attract a 50% refund of the project investment. Cancellations made within two weeks of the commencement date will not receive a refund.

For public course registrations, a full refund of the course fee will be given for cancellations received at least 14 days prior to the course start date. For cancellations within 14 days of the start date 50% of the course fee will be refunded and for cancellations within 7 days of the course start date, there will be no refund, however a substitute may attend to take up the cancelled place.

### Payment of Invoices

**All** invoices from BJ Projects are to be paid within 7 days of the date of invoice and prior to the course start date.

Any queries regarding our invoices should be made within 5 days of receipt. We reserve the right to charge interest on outstanding amounts at the rate of 1.5% per month and/or any debt collection costs incurred by us to collect your outstanding balance.

If the need arises that we need a collection/credit agency to assist us in the collection your overdue account, you agree to BJ Projects providing them with your personal information and for them to provide BJ Projects with your information for the purposes of collecting the payment of your invoice(s).

By registering for this course you accept BJ Projects terms and conditions of business.

