

## BOOKING FORM 2011 – The SME HRM Academy

Please tick the seminar(s) you wish to book:

Seminar Title	Date - 2011	✓
Seminar 1: Introducing HRM for SME principals	8 <sup>th</sup> April	
Seminar 2: Understanding the Employment Contract	10 <sup>th</sup> June	
Seminar 3: Developing Staff	29 <sup>th</sup> July	
Seminar 4: Getting the Right Staff in Place	16 <sup>th</sup> September	
Seminar 5: Correcting Poor Staff Performance	21 <sup>st</sup> October	
Seminar 6: Paying and Rewarding Staff	2 <sup>nd</sup> December	

<b>Contact details:</b> (if you are booking for more than one person, please attach a booking form for each person)		
Title:	Forename:	Surname:
Job Title:		
Address:		
Tel.	Mob.	
Email:		

<b>Payment Details:</b>	
Are you booking for more than one seminar/more than one person?	YES / NO
Single booking price - £55.00 + VAT (£66) Multiple booking price - £50.00 + VAT (£60) per person for each additional person, or course booked.	
<input type="checkbox"/>	I enclose a cheque made payable to TimelessTime Ltd for the sum of: £
<input type="checkbox"/>	Please invoice me at the above address. I understand that the booking is provisional until payment is received.
<input type="checkbox"/>	I have paid by BACS / Bill Payment / Other online payment method on: (date)
TimelessTime account details: HSBC Bank, 40 South Road, Haywards Heath, W. Sussex, RH16 4LA	
Sort Code: 40-23-27      Account No. 91552996	

Please return the form:

by post - Sue Berry, TimelessTime Ltd, 4 Newlands Park Way, Newick, Lewes, E Sussex, BN8 4PG

by email – sue.berry@timelesstime.co.uk

For enquires please email [marketing@timelesstime.co.uk](mailto:marketing@timelesstime.co.uk) or telephone 01444 220754.

Please note: should you cancel your booking, there is no refund.

For our full terms and conditions, see <http://www.timelesstime.co.uk/legal/standard-terms>.

We would like to keep you up-to-date with future events. If you would prefer not to receive such information please tick the box.

We send a monthly email newsletter which keeps you up-to-date with HR related news. Please tick the box if you don't want to receive our newsletter.