

## Booking your place

You can book your place on UKTI South West Passport to Export courses by contacting our Passport Training Coordinator on 01275 370820, or by completing the attached booking form.

Once completed please either:

**E-mail your form(s) to:** [justin.cannon@uktisouthwest.org](mailto:justin.cannon@uktisouthwest.org)

or

**Fax to:** 01275 370 706

or

**Post to:** Leigh Court Business Centre

Leigh Court  
Abbots Leigh  
Bristol  
BS8 3RA

*You will need to complete a copy of this form for each course you wish to attend.*

## Course fees

The two day, mandatory workshop, 'Developing International Business' is free for up to two delegates. The one-day courses are free for two delegates, and cost £150 + vat for additional delegates.

However, to secure your booking for all courses, we ask you to send us credit/debit card details or a cheque - the fee is £200 + vat for each delegate. This is to ensure that we do not receive cancellations at short notice. We will return your cheque, or destroy our records of your card information, shortly after the course, once your attendance has been confirmed.

**If you are not on the Passport to Export programme but would like to find out more, please contact our International Trade Team on 0845 60 60 969.**

## UK Trade & Investment Passport to Export Training Application Form

Course Name:

Venue:

Date:

### Your Company/Organisation

Name:

Address

Postcode:

### Your names (s) and other details

Delegate 1:

Delegate 2:

Email:

Telephone:

Access, dietary or other particular requirements

### Deposit

A deposit of £235 (£200 + £35 vat) per delegate per course is required to secure your booking. Cheques will only be cashed or credit card payments taken if you do not attend the course or do not give at least 5 working days notice of cancellation.

Total fee (£235 per delegate) £

I enclose a cheque made payable to "GWE Business West" or

Please debit my account

Mastercard  Visa  Switch/Solo/Maestro

Name on card:

Cardholder's address:

Postcode:

Card  
No.

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Issue no. (switch only)

Valid from.

Expiry date.

Three digit Security code.

Signed: