



ECCS

Executive Coaching &
Consultancy Services

Booking Form – For 1 to 4 Courses (use additional forms as required)

Company name (“you” or “your”):

Contact name:

Email address:

Address:

Telephone:

Mobile Number:

Facsimile:

Description of the Course or Exam: _____

Course Code: _____ Number of delegates: _____

Start date: _____ End date: _____

Venue for provision of services: _____
(If on-site at your company’s premises, please provide contact information for access)

Total fees payables : _____



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Delegate(s) name: (use a separate page if required)

#	Name(s)	ID Numbers
1		
2		
3		
4		
5		

Payment is due no later than 15 Working Days before the start date of the course covered under this document. If booking is for multiple courses payment will be due no later than 15 Working Days before the start date of the earliest course.

Invoicing arrangements: This Booking will be invoiced on receipt of confirmation.

Please indicate payment method.

BACS []

Cheque []

Credit Card []

Cash []

Purchase order Number _____ *(Please attach a copy)*



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I confirm that I have read and accept the terms and conditions of business and the terms of this document.

Name: _____
(please print)

Position within Company or _____
Job Title:

Signature: _____

Date: _____

Useful Information:

Our training centre is located at:

ECCS Limited
Executive Coaching and Consultancy Services
Baguant Lane
Allee Brillant, Vacoas, Mauritius
Tel 606 2398
Email info@eccs.mu
(Check Google map for Directions)

If you are travelling from abroad, please check if you require a VISA (more information <http://www.investmauritius.com/faqs/visa.aspx>)

If you require help with hotel booking, please speak to a member of our team.

**1. Terms and conditions**

This document is entered into between you and ECCS Limited (company number 149272) with registered office at Robinson Road, Floreal, Mauritius (“we”, “us” or “our”). It should be read together with our terms and conditions of business available at www.eccs-africa.com/booking-form. Together they contain legal rights and obligations which are part of your relationship with us. Defined terms used in this document shall have the same meaning as terms defined in our terms and conditions of business.

2. Payment and cancellations by you

Payment shall be due as indicated on the front of this document. All fees are exclusive of value added tax which shall be charged at the applicable rate. All fees are also exclusive of travel, meals and other related expenses which shall be payable by you upon presentation of invoices by us. Please note that we reserve the right not to provide any Services until full payment has been received.

You have the right to cancel this agreement without liability within 14 days of the date when this agreement is signed provided that the courses or services have not commenced and are not due to commence in that period. Except as otherwise provided in this paragraph, if you wish to cancel and/or re-schedule a course or service, the fees set out below shall apply to such cancellation or re-scheduling. We will issue a supplementary fee invoice to you for any cancellation and/or re-scheduling fees and you shall make payment in full to us within 15 Working Days of the date of the supplementary fee invoice:

Public Scheduled Courses

Confirmed booking with agreed dates	15-11 working days before course commencement	10-6 working days before course commencement	5-0 working days before course commencement
Cancellation fee	50%	75%	100%
Re-Scheduling fee	25%	50%	100%

All services other than public scheduled courses

Confirmed booking with agreed dates	15-11 working days before course commencement	10-6 working days before course commencement	5-0 working days before course commencement
Cancellation fee	50%	75%	100%
Re-Scheduling fee	50%	75%	100%

If you have made a provisional booking, we will hold such booking for 10 calendar days after which the provisional booking will be automatically cancelled.

**3. Prerequisites**

Each course participant must meet the prerequisites specified for the course they wish to attend. For the avoidance of doubt, it is your responsibility to ensure that all your delegates meet the course prerequisites, which can be found on the ECCS website or on the course outline and which can be confirmed on the joining instructions.

4. Cancellations by us

We reserve the right, at our discretion, to change course schedules, change course content, discontinue courses, limit class size and cancel courses in which event we will notify you 10 days prior to the course start date. In the event of such changes or cancellations, we will refund to you 100% of the fees already paid by you in advance but we shall have no further liability to you whatsoever.

5. No guarantee as to availability

Whilst we aim to offer flexibility with course bookings we cannot guarantee availability of any individual course.

6. Attendance at courses

Once you have agreed to the terms of this document, any of your employees may attend the courses covered by this document provided that they meet the prerequisites for the relevant course (if any).

7. Variations

This document may only be varied in writing by an authorised representative of each party. Please note that no other form of contract or communication sent by you to us in relation to this document shall be deemed accepted by us except where our authorised representative expressly agrees to such contract or communication in writing.