

## Argent Associates Booking Form 2012

### Courses

3 days	Investigation Interview Skills
3 days	Difficult Suspect Interview Skills
3 days	Cognitive Interview Skills
2 days	Telephone Interviewing Skills
1 day	Looking For Clues in Body Language
1 day	Influencing and Persuading Skills

### Course Fees

	<u>Price per place</u>
Investigation Interview Skills:	£1375 plus VAT
Difficult Suspect Interview Skills:	£1375 plus VAT
Cognitive Interviewing Skills:	£1375 plus VAT
Telephone Interviewing Skills	£1375 plus VAT
Looking For Clues in Body Language	£295 plus VAT
Influencing and Persuading Skills	£295 plus VAT

### **The fees include: -**

Morning Coffee, Lunch, and Afternoon Tea each day.

Tuition and Participant Certificate

All relevant materials including: -Full course notes plus:

### **For Investigation Interview, Difficult Suspect and Telephone Interviewing courses:**

The DVD of the participant's interviews

### The Venue

All open courses are held in a centrally located hotel in Bournemouth.

One day courses – venue to be confirmed

### The Hotel Charges

A room is available at the Hallmark hotel at a preferential rate of £95 for course participants.

The hotel rate applies to overnight accommodation if required.

It includes VAT and covers one of the hotel's standard rooms, plus dinner and a full English breakfast.

This together with the course fee means all meals are included

To take advantage of the rate, reserve the hotel room through Argent when you book a place on the course

### Airport transfer required?

Airport transfers can be arranged through Argent by prior agreement.

Bournemouth International Airport to Course venue and return £ 30.00 plus VAT

Southampton Airport to course venue and return £ 65.00 plus VAT

Heathrow Airport to course and return £140.00 plus VAT

### Booking and Cancellation Conditions

Making a booking implies acceptance of the following conditions: -

#### **1. Methods of booking, confirmation, cancellation Etc.**

- Only provisional bookings will be accepted by telephone.
- Bookings and cancellations must be in writing or e-mail.  
Fax will be accepted and, in consequence, will be binding as sent or received

#### **2. Payment of Fees**

- The full fee is payable with a booking or on confirmation of a provisional booking.
- A provisional booking will be held for 10 working days to give time for the fee and written booking to be received.

#### **3. Cancellations**

The following policy for the refund of fees will apply when a client cancels a booking and will be calculated from the Sunday before the week in which the course is due to be held

- Over 30 working days notice of cancellation - full refund.
- 30 or less working days notice of cancellation - no refund.

Where it is necessary, for any reason, for Argent Associates to cancel a course, an alternative course date will be offered or, if the client requires it, a full refund will be made.

**\* Booking Form Separate Page.....**

## Booking Form

Please complete all the relevant boxes, photocopy for yourself and fax it to us to book.  
We will then confirm your place.

Invoices will be issued on receipt of this booking and payment is required  
within 14 days to guarantee the place. For terms and conditions see over.

Course title	Date	Location	Number of delegates	Fee per delegate (excl vat)	Disabled Access Required

<b>Organisation</b>			
Invoice Address			P O attached?
			Purchase order number PON:
Booking contact name		Phone Number	
E-mail		Fax Number	

### Information for Joining Instructions

Name of Delegate		Address
Job title		
Telephone number		
E-mail		
Hotel booking	Yes / No	
Airport transfer	Yes / No	

Name of Delegate		Address
Job title		
Telephone number		
E-mail		
Hotel booking	Yes / No	
Airport transfer	Yes / No	

### **PLEASE NOTE**

If you book accommodation through us, the accommodation will be for the night prior to the start of the course through to the morning of the last day, unless you specify otherwise.

I have read and accept the terms and conditions overleaf

Authorised Signature.....Date .....

Print Name .....

Return completed booking form to:

Argent Associates  
Argent House  
48 West Borough  
Wimborne  
BH21 1NQ

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Fax +44(0)1202 840933  
E-mail: [courses@argentassociates.co.uk](mailto:courses@argentassociates.co.uk)  
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