

# Argent Associates Interview Skills Courses Booking Form

## Courses

3 days	Investigation Interview Skills	(IISC)
3 days	Difficult Suspect Interview Skills	(IISC AD)
3 days	Cognitive Interview Skills	(Cog)
2 days	Telephone Interviewing Skills	(Tel)

## Course Fees

Investigation Interview Skills:

## Price per place

£1295.00 plus VAT (£1521.63)

Difficult Suspect Interview Skills:

£1295.00 plus VAT (£1521.63)

Cognitive Interviewing Skills:

£1195 plus VAT (£1404.13)

Telephone Interviewing Skills

£895 plus VAT (1051.63)

## **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 and Telephone Interviewing courses:**

The DVD of the participant's interviews

## The Venue

All other courses are held in Bournemouth, at the superb Chine Hotel, Boscombe. The hotel has achieved 'Best in class' and a Red Rosette from the AA for the last 7 years, and RAC 'highly commended' restaurant, hospitality and comfort plus 'Credit to the Industry' award. It is overlooking the beach, with lovely gardens to relax & walk through, plus indoor and outdoor pools and gym.

## The Hotel Charges

A room is available at the Chine Hotel at the preferential rate for course participants. The hotel rate of £82.00 applies to overnight accommodation if required. The rate includes VAT and covers one of the hotel's standard rooms, plus three-course 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.

## 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 25 working days notice of cancellation - full refund.
- 25 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

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

### Information for Joining Instructions

Name of Delegate	Address	
<b>Job title</b>		
<b>Telephone number</b>		
<b>E-mail</b>		
<b>Hotel</b>		<b>Yes / No</b>

Name of Delegate	Address	
<b>Job title</b>		
<b>Telephone number</b>		
<b>E-mail</b>		
<b>Hotel</b>		<b>Yes / No</b>

### Hotel Accommodation

Please reserve/ do not reserve: hotel accommodation for the persons attending as indicated above.

### 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  
P O Box 5800  
Wimborne  
BH21 1ZJ

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