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**HPCA in Person Workshop**

**Change Management Workshop – Getting Started in Change Management**

**Booking Form**

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| **Supplier details:**HFMA **HFMA House4 Broad PlainBristolBS2 0JP****Payment Reference:** HPCA Virtual Training – Mastering Programme Initiation  | **Bank Details:**HFMA Nat West Account Number – 32715102 Sort code – 604008 |

**PLEASE COMPLETE THE FORM & RETURN TO training@hpca.uk**

**DATE: DD/MM/YEAR**

**Customer Details**

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| **Organisation Name**:  |  | **Purchaser Name**:  |  |
| **Address**:  |  | **Delegate Name** |  |
| **Tel** **No**:  |  |
| **Email:**  |  |
| **Invoicing** **Address**:(If different to above) |  | **PO/REF:** |  |
|  |  | **Credit Card Payment** | Please call HFMA on:0117 929 4789 and press option 2 |

**Course Details**

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| **DETAILS:**Change Management WorkshopWith Jooli Atkins**1 full day****25th June– LONDON – 1 full day** | **CHARGES:** | **TERMS & CONDITIONS/DETAILS for HPCA Training:** * Credit card payment or PO number must be provided prior to the date of the course.
* No show/Cancellation fee – No refund where cancellation is received with less than 2 weeks' notice of the first module start date.
* If cancellations are within 2-4 weeks, please contact us and we will discuss on a case-by-case basis.
* Substitutes – tickets can be substituted to a named delegate up until 2 days prior to the event starting, please contact us with details.
* If for any reason HPCA need to cancel the event, we will reschedule your booking to next cohort.
* On completion of the course HPCA will issue each user with a certificate of attendance within 24 hours.
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| **Total Cost: (per person EX VAT)** | **£250.00** |  |

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| **Signed on behalf of organisation:**  | **Signed on behalf of HFMA/HPCA:** |
| **Name:**  | **Name:** Helen Bellis |
| **Signed:** | **Signed: Helen Bellis** |
|  **Position:** | **Position:** Business Manager |

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**By signing this order form, the Customer agrees to enter into a contract for the provision of the above e-learning services with HFMA and to be bound by the HFMA terms and conditions for the supply of e-learning services. Such terms and conditions can be located at** <https://www.hfma.org.uk/online-learning/subscriptions-for-organisations> **and a hard copy shall be provided by HFMA upon request.** Please keep a copy of this document for your reference