

## **Clutter Clearing Workshop Booking Form**

### **Booking Instructions:**

**Please complete this form, read the terms and conditions on the back of it, sign it on the front and post it back to us at 4 Queens Road, Banbury, Oxfordshire OX16 0EB with your payment**

I am booking \_\_\_\_\_ places on the \_\_\_\_\_ workshop on the following date \_\_\_\_\_

#### **You**

Your First Name: \_\_\_\_\_ Known as: (if different) \_\_\_\_\_

Your Surname: \_\_\_\_\_

#### **Second Person (if applicable):**

Their First Name: \_\_\_\_\_ Known as: (if different) \_\_\_\_\_

Their Surname: \_\_\_\_\_

Your Address: \_\_\_\_\_

County: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel (day): \_\_\_\_\_ (evening): \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### **Payment**

I enclose a cheque for **£50 per person** made payable to The Clutter Clearing Consultancy and sent with this form to: The Clutter Clearing Consultancy, 4, Queens Road, Banbury, Oxfordshire, OX16 0EB

I require a receipt marked for the attention of \_\_\_\_\_

I have read, understood and accept the booking terms and conditions on the reverse of this booking form.

Signed: \_\_\_\_\_ Signed (printed): \_\_\_\_\_

Date: \_\_\_\_\_



## **Terms and conditions:**

### **What we will do**

1. We are a de-cluttering company that provides products and services to teach people how to clear their clutter. This works from the basis that a person wants to de-clutter so that they can create more space in their home and at the same time get more organised. We can only do this if there is an acknowledgement and acceptance right from the start that to create more space and get more organised there is going to have to be a reduction in the amount of clutter you currently have. This will involve some clutter being removed from your home – either to charity shops, recycling, giving away, letting go etc. If letting go of some of your clutter is a concept that you are not comfortable with then it would suggest that there is an issue with mental clutter, and we would advise you to seek some coaching or counselling before the workshop.

### **Confidentiality**

2. For you - All workshops are completely confidential. No client information will be used or distributed by The Clutter Clearing Consultancy. We may use case studies as examples without disclosing names and addresses.
3. For us - The process, worksheets etc used in the consultation remains the property and copyright of The Clutter Clearing Consultancy 2010.

### **Payment terms**

4. Payment must be received before the workshop.
5. We accept payment cheque, made payable to The Clutter Clearing Consultancy.

### **Cancellations, transfers and non-attendance**

6. All requests to transfer workshop dates must be made 7 days or more prior to the planned date, and any transfer of date will be subject to availability.
7. All cancellations made 7 days or more before the planned workshop will be subject to a 25% booking fee, all cancellations made less than 7 days before the planned workshop will be charged at full price.