

Workshop booking form

I would like to book the following TRIZ Workshops.

Basic TRIZ - £1,000 (plus VAT)

Oxford University **Places**
 2 & 3 July 2012
 1 & 2 October 2012

Beeston Manor, near Preston **Places**
 19 & 20 November 2012

Advanced TRIZ - £1,000 (plus VAT)

Oxford University **Places**
 4 & 5 July 2012
 3 & 4 October 2012

Beeston Manor, near Preston **Places**
 21 & 22 November 2012

Facilitating TRIZ - £500 (plus VAT)

Oxford University **Places**
 6 July 2012
 5 October 2012

Beeston Manor, near Preston **Places**
 23 November 2012

Discount Available : If you book 2 or more TRIZ Workshops at the same time, and pay in advance, you receive a **20% discount**

Name : _____ Job Title : _____

Company : _____ Email : _____

Address : _____ Tel : _____

Invoice Address (including the person the invoice should be addressed to - In capitals please) :

Accounts dept. email for invoice to be sent: _____

Company VAT No. : _____

If you require a quote to obtain a purchase order, please tick here

Do you have any special dietary or access requirements?

How did you hear about Oxford Creativity and our TRIZ Workshops?

* I have read and agreed to the Terms and Conditions below

Payment must be received 45 days in advance of the workshop.
 We accept Cheques, Bacs Payments and Debit / Credit Cards - charges apply for credit card payments
 (please see Terms and Conditions for details)

These workshops are also available in-house :
 please contact Lilly Haines-Gadd (lilly.haines-gadd@triz.co.uk) for more information.

Please return this form to :

Karen Bullen - The TRIZ Innovation Centre, 6/7 Bankside, Hanborough Business Park, Hanborough, Oxon, OX29 8LJ.
E: karen.bullen@triz.co.uk T: +44 (0) 1993 882 461, F +44 (0) 1993 883 201

Terms and Conditions

1 Contract Formation

1.1 These Terms and the confirmation of your reservation that has been sent to you set out the whole agreement between us relating to the Workshop. These Terms supersede all previous agreements between us relating to the Workshop and we each acknowledge that we have not relied on any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in these Terms.

1.2 No binding contract is created between Oxford Creativity and you until:

1.2.1 Oxford Creativity confirms that it is able to provide you with a place at the Workshop; and

1.2.2 Oxford Creativity receives payment from you.

1.3 Once Oxford Creativity has received your payment, you are bound by these Terms and you can only cancel your place at the Workshop as detailed in clause 4.

1.4 Please ensure that you read and understand these Terms before you submit payment for the Workshop because you will be bound by these Terms once a contract comes into existence between Oxford Creativity and you. If you think that there is a mistake, please make sure that obtain confirmation of any changes in writing because Oxford Creativity can only accept responsibility for statements and representations made in writing by authorised employees and agents.

2 Materials and Intellectual Property

2.1 The copyright and other intellectual property in the presentations, training materials, case studies, documents or other materials prepared by Oxford Creativity and given to you or used in the Workshop ("the Materials") is and remains the property of Oxford Creativity.

2.2 Nothing in this agreement shall, or is intended to, transfer to or grant any right title or interest or licence to use the Materials or the copyright or intellectual property in the Materials save as: (i) explicitly agreed in writing; or, (ii) to the limited extent necessary for the use or implementation of the techniques detailed in the Workshop.

2.3 The Materials provided in the Workshop are made available on the strict condition that they are not circulated (whether internally or otherwise), reproduced, amended, altered or made available to any other party or individual for any purpose without the prior written agreement of Oxford Creativity.

2.4 Oxford Creativity may prohibit you from making any further use of the Materials if you are, or if Oxford Creativity has reasonable grounds to believe that you are, breaching the restrictions imposed in any part of this clause.

3 Fees, Payment, VAT and Interest

3.1 Unless agreed otherwise, Oxford Creativity will invoice you for your place(s) at the Workshop on receiving your reservation request. All payments must be made to Oxford Creativity at least 45 days before the date of the Workshop. If payment is made by credit card, charges apply at the rate of 2.4% for Visa and MasterCard, and 5.9% for American Express.

3.2 Oxford Creativity's VAT number is 718 3176 31. All estimates and quotations given by Oxford Creativity are exclusive of Value Added Tax. VAT where applicable, is payable by you and will be added to invoices at the rate applying at the appropriate tax point.

3.3 If you have not paid on the date of the Workshop, Oxford Creativity may suspend or postpone the Workshop or refuse you admission and not provide any Materials to you.

3.4 If you have not paid by the date of the Workshop and the Workshop proceeds, you will still be liable to pay the full invoice.

3.5 Oxford Creativity may charge you interest on any overdue payment at 8% above the Bank of England base rate in force on the date the invoice was payable. Interest shall accrue on a daily basis from the due date of the invoice until the date of actual payment of the overdue amount, whether before or after judgment.

4 Cancellation

4.1 Oxford Creativity will incur certain costs in booking facilities and personnel in advance of the Workshop and therefore cannot accept cancellation of a place at a Workshop less than 45 days prior to the date of the Workshop. If you cannot attend, you may send a substitute provided you notify Oxford Creativity in writing.

4.2 Oxford Creativity will accept written cancellation of a place at a Workshop if it is received by Oxford Creativity more than 45 days prior to the date of the Workshop. In those circumstances, Oxford Creativity will refund you the fees paid less an administrative charge of 30% of the fees. This contributes to Oxford Creativity's administrative costs and other costs incurred in advance of the Workshop. Credit Card charges will not be refunded.

4.3 Where a Workshop is cancelled or postponed by Oxford Creativity, you will be offered a place on a subsequent Workshop or a refund of the fees paid.

5 Limitation

5.1 Subject to clause 5.3, if either party fails to comply with these Terms, that party shall not be responsible for any losses that the other suffers as a result, except for those losses which could reasonably be foreseen.

5.2 Neither party shall be responsible for losses resulting from failure to comply with these Terms including, but not limited to:

5.2.1 loss of income or revenue;

5.2.2 loss of business;

5.2.3 loss of anticipated savings; or

5.2.4 loss of data.

However, this clause 5.2 shall not prevent claims for foreseeable loss of, or damage to, physical property.

5.3 Nothing in this agreement excludes liability for death or personal injury caused by negligence or liability for fraud or fraudulent misrepresentation.

6 General

6.1 Oxford Creativity will only use the personal information that you provide for the purpose of providing the Workshop and for informing you about similar services. If you do not wish to receive information about further services, please contact Caroline Davies on 01993 882461.

6.2 Oxford Creativity will not be liable or responsible for any delay or failure in performing its obligations under this agreement that is caused by events beyond its reasonable control.

6.3 These Terms are governed by English law, and Oxford Creativity and you both agree to submit to the exclusive jurisdiction of the English courts for the resolution of any dispute arising out of these Terms.