

**STARTUP PROGRAMME BOOKING FORM
OCT – DEC 2008**

<u>Course</u> <i>Tick box if course required</i>	OCT	Tick	NOV	Tick	DEC	Tick	Price per place
COURSES DELIVERED IN GREENWICH							
Starter Session (morning session 9:30 – 12:30)	6 th or 29 th		-----		10 th		<i>FREE</i>
Starter Session (evening session 5:30 – 8:30)	-----		18 th		-----		<i>FREE</i>
Women Mean Business (morning session 9:30 – 12:30)	20 th		-----		-----		<i>FREE</i>
MUST HAVE ATTENDED STARTER SESSION BEFORE BOOKING ON THE FOLLOWING							
Business Planning Workshop (1 day 9:30 – 4:00)	16 th		12 th		17 th		*£20 <i>Refundable</i> Deposit
Accounting for Small Businesses (morning session 9:30 – 12:30)	31 st		26 th		19 th		*£20 <i>Refundable</i> Deposit
Introduction to Marketing (morning session 9:30 – 12:30)	-----		-----		5 th		*£20 <i>Refundable</i> Deposit
Introductory Sales Skills (afternoon session 1:30 – 3:30)	-----		-----		8 th		*£20 <i>Refundable</i> Deposit
Introduction to Quickbooks <i>(Barclays Clearlybooking)</i> (1 day 9:30 – 4:00)	15 th		-----		-----		*£20 <i>Refundable</i> Deposit
NEW First Steps in Starting an Online Business (morning session 9:30 – 12:30)	7 th		6 th		-----		*£20 <i>Refundable</i> Deposit
COURSES DELIVERED IN LEWISHAM							
Starter Session (afternoon session 1:30 – 3:30)	24 th		28 th		12 th		<i>FREE</i>
MUST HAVE ATTENDED STARTER SESSION BEFORE BOOKING ON THE FOLLOWING							
Business Planning Workshop (1 day 9:30 – 4:00)	17 th		14 th		5 th		*£20 Refundable Deposit
Introductory to Sales Skills (afternoon session 1:30 – 3:30)	10 th		7 th		-----		*£20 Refundable Deposit
Introduction to Marketing (afternoon session 1:30 – 3:30)	31 st		14 th		-----		*£20 Refundable Deposit
COURSES DELIVERED IN DOWNHAM							
Starter Session (afternoon session 10:00 – 12:30)	7 th		11 th		-----		<i>FREE</i>
COURSES DELIVERED IN CATFORD							
Introduction to Franchising (morning session 9:30 – 1:00)	-----		5 th		-----		<i>FREE</i>

***The £20 deposit is refunded**

In the event of a cancelled booking refunds can only be made if we receive at least ten days written notice of cancellation. Course timings and dates are subject to change, refunds will be given where this occurs.

SOUTH EAST ENTERPRISE
Course Booking Form



PLEASE COMPLETE **ALL** SECTIONS TO ENSURE BOOKING

Name					Male	Female
Business Name (if any)						
Address						
Postcode				Borough		
Phone No.				Mobile		
E-mail				Web address		
Date Business Started Trading				Date of Birth		
Employment Status (please tick)						
Are you employed		Are you unemployed claiming benefits		Are you unemployed not claiming benefits		Other
If unemployed, how long have you been unemployed for (please tick)						
Less than 6 months		6-11 months		12-23 months		24-35 months
						More than 36 months
Nature of Proposed Business. Please give a short description						
So that we can identify your business by sector, please select from the list below and write the sector number in this box						
1. Manufacturing (please specify product) 2. Construction 3. Distribution 4. Hotels/ Restaurants/Hospitality/Tourism 5. Retail & Wholesale 6. ICT				7. Transport/communications 8. Professional/Business services 9. Health & education services 10. Engineering 11. Textiles & Clothing 12. Other (please specify)		
Legal Format (please tick)	1. Limited Company		2. Limited Company (Guarantee)		3. Limited Liability Partnership	
4. Partnership	5. Sole Trader		6. Other			
Number of Employees in Business including owner (please tick)						
1-5	6-10	11-24	25-49	50-249	>250	

Please answer the following questions as percentages (%)		
Gender What percentage your proposed business ownership is women?		%
Disability Status What percentage of your proposed business ownership considers themselves disabled		%
Ethnicity What percentage of your proposed business ownership is Black, Asian, Minority Ethnic		%
The following groups are considered Black, Asian, Minority Ethnic		
Asian or Asian British - Bangladeshi Asian or Asian British - Indian Asian or Asian British - Pakistani Asian or Asian British - her Black or Black British - African	Black or Black British -Caribbean Black or Black British – Other Chinese Mixed – White & Asian Mixed – White & Black African	Mixed – White & Black Caribbean Mixed – Other White – Irish White – Other Other

Where did client hear about support (please tick)				
Bank	Accountant	SE Enterprise	Local Authority	Business Link
Chamber	Internet	Advertising / PR	Word of Mouth	Other

Signed Date.....

Cheque enclosed for £

Please complete the attached form showing which courses you would like to book and return with your deposit cheque for £20.00 made payable to South East Enterprise. On receipt of this form and payment we will confirm your place(s) and send joining instructions. Please return to South East Enterprise, 26 Burney Street, Greenwich, SE10 8EX. Telephone: 020 8305 2222. Fax: 020 8858 7010

We regret we cannot refund deposits or course fees unless we have two weeks notice of cancellation.

In accordance with the Data Protection Act 1998, all information will be treated in strictest confidence. However, any statistical information recorded may be passed on to the relevant Government departments for statistical, administration and monitoring purposes. If you have any cause for complaint, please write, in confidence, to the Director, South East Enterprise at 26 Burney Street, Greenwich, London, SE10 8EX.