

## **Delivery Policy**

### **Introduction**

Places purchased at events will be confirmed via email, letter or ticket within 7 days of purchase.

Confirmation documents such as emails, letters and tickets are only valid to the person(s) displayed and on the date(s) and event(s) displayed on the confirmation document(s).

Delegates may be required to provide a copy of their confirmation email, letter and/or ticket upon arrival at the event.

### **Geographical Destinations**

Postal documents may be sent worldwide.

### **Delivery methods**

Any documents sent via post will be sent by standard post and will not require a signature unless recorded/special/express delivery is requested by the purchaser.

### **Delivery charges**

Any delivery charges will be clearly displayed at the time of purchase.

### **Delivery tracking, receipts and signatures**

Delivery tracking, receipts and signatures for documents sent via post will be available upon request of the purchaser.

### **Delivery problems**

If postal documents are lost during transit or upon arrival, new documents may be sent at no additional charge.

For any queries relating to your booking or the event, please contact [info@sequenceofevents.co.uk](mailto:info@sequenceofevents.co.uk).