Training Course Booking Form

Company Name..... Contact Name.....

Position..... No of Employees .....

Address to Invoice.....

.....

..... Post Code .....

Tel No ..... Fax No.....

Email Address..... Purchase Order No.....

Course Title	Name	Date Requested	Cost per person	VAT at 15%
			Total Cost including 15% VAT	

Signature.....Date .....

Please read booking conditions before signing this form

Payment method: Visa ☐ Mastercard ☐ Switch ☐ Cheque ☐

Requirements: Dietary: ☐ Loop System: ☐ Visual Aids: ☐ Other: .....

Details:.....

Booking Conditions: Cancellations will be taken 28 days prior to the course date without cost. Cancellations 14-28 days prior to the course date will be charged at 50% of the total cost. 0-14 days prior to the course will incur full cost.

VAT: All course fees are subject to the current rate of vat.

Non-attendance: If you do not attend the course without informing us, full course fees remain payable.

Re-qualifications: to be able to attend the two day first aid at work refresher a current First Aid certificate is required.

ILP
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Partnership Limited

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