

COURSE BOOKING FORM

YOUR NAME: _____

COMPANY or ORGANISATION NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

Date(s) of Course	Course Name & Level	Version of Software	Delegates Names (if known, otherwise please indicate expected no of attendees)	Fee

TOTAL _____

Purchase Order Number _____

I have read the Course Registration Terms & Conditions and agree to abide by them.

NAME: _____ POSITION: _____

DATE: _____

BOOKING A COURSE – TERMS & CONDITIONS

All Course Bookings should be made in writing. Please return your completed Booking Form by email or post. **PLEASE SEE PAYMENT & CANCELLATION TERMS BELOW.**

PAYMENT TERMS

On receipt of a completed Course Booking Form, and if relevant, a Purchase Order number, we will forward an Invoice to you. Payment must be paid within 7 days of invoice date. Course(s) are confirmed on receipt of payment.

CANCELLATIONS

Cancellations must be given in writing. Although we try to be flexible, We reserve the right to charge the Full Course Fee if a cancellation occurs within 10 working days of the course. If a cancellation is made prior to this, the course fee will be returned, less a 20% administrative charge. Substitute participants will be accepted. This cancellation fee also applies to courses where postponements are made by your company within 10 working days of the course date.

We reserve the right to cancel a course due to reasons beyond our control. In such circumstances, alternative dates will be offered. We will not be liable for any loss or expense of the participant arising from such a cancellation.