



BOOKING FORM

Company Name:

Company Address:

Contact Name:

Position:

Telephone No:

Fax No:

E-mail Address:

	Course Title	Course Date	Delegate Name	Cost Exc. VAT
1.				
2.				
3.				
4.				
5.				
6.				

Sub Total	
VAT @ 17.5%	
TOTAL	

Special needs / requirements:

Delegate Name	Requirements



Booking Policy – Terms & Conditions

To confirm a booking, please complete the booking form and return to us:

By post; Trainwise UK Ltd
 St George's Buildings
 3rd Floor
 5 St Vincent Place
 Glasgow
 G1 2DH

By Fax; 0141 275 4800 (on your company stationery)

By E-mail; info@trainwise.co.uk

Joining Instructions

Joining Instructions and directions will be sent by e-mail, post or fax 14 days prior to course start date, and on receipt of your payment.

Payment Terms

An invoice will be issued 6 weeks prior to the course start date. Payment is due on receipt, and should be received by Trainwise UK Ltd 14 days prior to the course start date. Payment is due immediately should the booking be made within 14 days of the course start date.

All course fees are exclusive of Value Added Tax and will be added to the cost of the course.

Please make cheques payable to

Trainwise UK Limited.

Attendance Certificates

Attendance certificates will be issued to all delegates on completion of the course.

Cancellations and Transfers

Cancellations will only be accepted if made in writing and received at least four weeks before the course start date. Later cancellations cannot be accepted and the full payment will remain payable. Transfers will only be accepted if made in writing at least 2-weeks before the course start date.

Changes to Course

The location and date of the course will be as advised to the customer at the time of booking. Trainwise reserves the right to change the location of the course and the customer will be advised as soon as this change is made known.

Trainwise reserves the right to cancel or reschedule any course and will advise the customer as soon as this change is known. Trainwise will endeavour to avoid any course changes. When this is unavoidable, Trainwise will offer a refund, in full, all monies paid by the customer or alternatively transfer all monies to a rescheduled or alternative course.

Liability

The customer accepts that it is their responsibility to ensure that the course(s) booked are suitable for the delegates' requirements and that the delegate has the required level of competence to be able to achieve the objectives of the course.