



Face Fit Test Booking Form



Name Company

Address Telephone

(for certificate)

..... Email

..... PO number

(if required)

Postcode

Candidate name	Appt date	Appt time	Mask type (Indicate for each person)		Fee
			Disposable	Half mask	
1:					
2:					
3:					
Please note: We can only test disposable and half face masks.					Plus VAT
					Total cost

Payment by card

 (NOTE: If accepting a discount you MUST provide card details to make payment immediately. Pay by Card or Bacs)

Creditcard number Expiry date

CVS (security number) Postcode (Card is registered to) Name on card

or Payment by bank transfer

If paying by bacs please use your company name as the reference. Please make Bacs payment to: Courtley Account Number: **10111530** Sort Code: **16-24-06**

Payment ref (Use company name) Date of payment

Terms and conditions

Bookings

Face fit test appointment times will be confirmed with the booking person upon receipt of a satisfactorily completed face fit test booking form.

Once all information is collected and appointment times confirmed, we will send an invoice for payment and an appointment card for each individual/test booked, by email, to the booking person for distribution.

Please note that unless stated otherwise payment is due within 14 days OR before the test takes place; whichever is first. Until we receive full payment we reserve the right to resell your place/s. Appointments are scheduled 20 minutes apart; candidates should arrive 10 minutes early and be aware that **anyone arriving late will be turned away.**

Discounts

If a discount offered by Courtley is to be accepted, payment is required at the time of booking. If confirmation of payment is not provided an invoice for the full, undiscounted cost will be issued.

If you have any questions about any of our booking conditions, please don't hesitate to contact us.

Cancellations

Open day appointments can be transferred to another open date free of charge, providing we have availability and that we are given at least 48 hours written notice. Pre-arranged substitutes will not incur a charge.

In the event of a candidate not turning up for their appointment you will be charged in full for their test. Any appointments cancelled within 48 hours will also be charged in full.

We reserve the right to cancel or reschedule at any time.

By completing and submitting this booking form you are confirming your acceptance of the terms and conditions set out above and also that your candidate(s) are physically fit and do not have any medical conditions that would affect their ability to safely participate. You also confirm that the test you have booked is appropriate for your candidate(s).