

## YOUR / COMPANY CONTACT DETAILS

Booker's Name: ..... Company Name: .....

Telephone: ..... Email: .....

Postal Address: ..... PO Number: .....  
(for certificate) (if required)

..... Invoice Address: .....  
(if different)

.....

.....

Postcode: ..... Discount Code: .....

## COURSE DETAILS

Training Course / Service Title	Date(s)	Start Time*	Qty / Candidates	Total
				£
Candidate Name(s) / Notes			VAT @ 20%	£
			Total Cost	£

\* If required. If a start time is not specified, we will choose and confirm with you once your booking has been processed.

## PAYMENT METHOD

Fill in one payment method below - either the **Electronic bank transfer** or **Card** sections. **NOTE:** If accepting a discount you **MUST** provide card details to make payment immediately.

<b>Electronic bank transfer</b>	Please use your company name as the reference and make payment to: <b>Courtley</b> Account Number: <b>10111530</b> Sort Code: <b>16-24-06</b>
Payment Ref: (Use company name)	Date of Payment:
<b>or</b>	
<b>Card</b> Card Number:	Expiry Date:
CVS: Postcode: (card is registered to)	Name on Card:

## TERMS AND CONDITIONS

**Booking & Confirmation** Your booking will be accepted and confirmed, in writing, upon receipt of a satisfactorily completed Training Booking Form. Training courses are confirmed to run seven (7) days prior to commencement, this is referred to hereafter as the 'Confirmation Point'. At Confirmation Point, Joining Instructions are emailed to the person named as the Booker. It is the Bookers responsibility to pass the unedited Joining Instructions on, to all candidates. Delegates under the age of 18 must bring written parental consent allowing them to attend the training; failure to do so will result in being turned away. Delegates attending CITB courses must bring an acceptable form of photographic ID (driving licence, passport, CSCS Card); failure to do so will result in being turned away.

**Payment** If you have a credit account, an invoice for payment will be raised at Confirmation Point, and you will have fourteen (14) days to pay in full. Customers who make use of credit terms should note that non-payment will delay submission of Candidate paperwork, and in turn, certification. Until full payment is received, we reserve the right to resell your place(s) at any time, without prior notice. We accept most major debit/credit cards, Faster Payment and cash.

**Discounts** In the instance of accepting a discount or special offer, payment is required immediately. If payment is not received at Confirmation Point; an invoice for the full (undiscounted) cost of any place(s) booked will be issued and standard payment terms will apply.

**Special Requirements** All courses are delivered in English, we do not provide translators. If you are bringing a translator along, please inform us before Confirmation Point, to avoid disappointment/unnecessary charges. Please note: some externally-accredited courses do not allow you to bring your own translator. If your Candidate(s) has difficulties reading, writing; or requires other special assistance, you must advise us at least 72 hours in advance of the course starting, to enable us to make suitable arrangements.

**Cancellations** Individual places can be transferred from one course to another, of the same, or higher, monetary value (the difference in price will be due immediately), prior to the Confirmation Point. Transfers are subject to a £30 administration charge. Transfers are not allowed after the Confirmation Point. Pre-arranged substitutions will not encounter a charge, providing they are arranged before the Confirmation Point. Charges for substitutions after

Confirmation Point will be applied at Courtley's discretion. Bookings cancelled after Confirmation Point will be charged in full. 'No-shows', late arrivals, candidates who are unfit/unable to complete the course booked for them, or those refused entry for any reason, will not complete their training; however, you will be liable for the cost of their place. If training is being delivered at a location of your choice, the venue must meet with necessary requirements, as stipulated prior to confirming the booking. If the Trainer finds the venue to be unsuitable, the course may be abandoned and you will be charged in full. We reserve the right to cancel or reschedule training courses at any time.

**Completing your Training Booking Form** Please save the form to desktop, open, complete, re-save; and then attach to an email and send to [bookings@courtley.com](mailto:bookings@courtley.com). Alternatively, post it to address below.

By completing and submitting this form, you are confirming your acceptance of the terms set out above; and that the Candidate(s) is physically fit, and does not have any medical conditions which would affect their ability to safely participate in any practical elements of the course.