



Health and Safety Training Course Booking Form

Please photocopy this form as required. One form per delegate.

Invoice details (Block capitals)

Invoice address:	
Postcode:	
Tel: (inc STD code)	Fax:

Delegate details (Block capitals)

Title:	First name:	Surname:
Position held:		
Please indicate any special requirements:		
Mailing address:		
Postcode:		
Tel: (inc STD code)	Fax:	
Email:		

Places will only be confirmed when payment of the appropriate fee has been received.

Course name:	Total Remittance £
---------------------	---------------------------

Please indicate ✓ method of payment and complete columns below where appropriate.

Remittance

Please indicate method of payment:

Cheque enclosed - made payable to 'Safetymark Consultancy Services'

Payment on receipt of invoice: **Order Number**

(Order number must be supplied for this option)

BACS

Training Courses Terms and Conditions

Provisional bookings may be made by telephone, but must be confirmed in writing (including a purchase order number) within seven working days.

Fees

All fees are payable four weeks in advance and no admission to the course will be permitted until payment has been received.

Fees quoted are correct at the time of publication but Safetymark reserves the right to alter fees at any time.

All fees quoted are exclusive of VAT which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force.

Joining Instructions

Joining instructions will be forwarded following receipt of payment, if joining instructions have not been received 10 days before the course, please telephone to make sure payment has been received.

Venues

A map of how to get to the venue will be included in the joining instructions.

Whilst Safetymark will assist in arranging accommodation at local hotels for non-residential training courses, Safetymark is not acting in the capacity of agent for either the hotel or the client. Queries, cancellations or alterations of hotel bookings must be made direct with the hotel/agent concerned and delegates must settle their own hotel accounts before leaving.

The cost of lunch and refreshments is included in the course fees.

Course literature

Printed course notes are included in the course fees.

Course literature is copyright and may not be reproduced without permission.

Cancellations / Transfers

Safetymark reserves the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In the event of cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different course by the client the following fees will be payable:

NOTICE GIVEN	% OF FEE CREDITED ON CANCELLATION/TRANSFER
more than 28 days	100%
15-28 days	50%
0-14 days	0%

In addition Safetymark reserves the right to charge a £30 administration fee for each cancellation/transfer.

Telephone cancellations can be accepted but must be confirmed immediately in writing (by post or fax).

Delegates wishing to transfer onto alternative dates may be charged a higher fee if applicable.

FAX BACK NOW ON 01372-462288 or post to:

Safetymark Consultancy Services, Elm House, Sydney Cottages, Claygate, Surrey, KT10 0EJ

☎ 01372-462277