

P & B Health & Safety Solutions Ltd

Training Course Booking Form



COMPANY DETAILS

Company Name:	<input type="text"/>		
Company Address:	<input type="text"/>		
		Postcode:	<input type="text"/>
Order Originator:	<input type="text"/>	Tel No:	<input type="text"/>
E-mail Address:	<input type="text"/>	Fax No:	<input type="text"/>
Invoice Address: <i>(If different to above)</i>	<input type="text"/>		
		Postcode:	<input type="text"/>
Course Name	<input type="text"/>	Start Date:	<input type="text"/>
Course Location:	<input type="text"/>	Delegates:	<input type="text"/>

(Specify number of delegates)

Please provide a list of delegates who will be attending the course(s), along with any **additional support requirements eg a reader or extra time with exams disability's requirements / special requirements (please include dietary requirements when lunch is provided during the course).**

Course <small>(Specify, e.g. Course 1)</small>	Last Name	First Name	Additional Support /Requirements
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Course Cancellation Fee's

All cancellations must be made in writing by either letter or email prior to the commencement date of the course. Course cancellations made after the course has been paid for or confirmed by purchase order will be subject to a minimum administration fee of 30% plus an Administration fee of £35 in all cases.

Written Notice Given	Fee's Applied	Refund Given	Administration Fee
Over 30 Days	30%	70%	£35 + vat
Between 30 and 14 Days	75%	25%	£35 + vat
Less Than 14 Days	100%	None	None

In the event of non-attendance or course cancellations received less than 14 days prior to course commencement date NO refund will be given. It is the responsibility of the client to confirm the arrival of a cancellation letter or email. In the event that P&B Health & Safety do not receive a letter or email of cancellation giving the required notice then full course fees will be charged.

All enquiries and return of your completed booking form and delegates list to:
P & B Health & Safety Solutions Ltd, 61 New Road, Wingerworth, Chesterfield, Derbyshire, S42 6UJ
Telephone: 01246 201 564 (Mobile: 07931 759 427) / Email: training.p.b.healthandsafety@hotmail.co.uk
UK Registration No: 05175225