

Training Booking Form



Attendee Details

Name:
Job Title:
Company:
Telephone:
Mobile:
Email:

Additional Attendee Details

Name:
Job Title:
Mobile:
Email:
Name:
Job Title:
Mobile:
Email

Invoice Address

Purchase Order (PO) Number:
Fax:
Email:

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Course Details

Course Name	Date	Cost ex VAT
Website Traffic Measurement		£395.00
Subtotal		
Discount (if applicable)		
Plus VAT		
Total £		

Credit card details

Name on card:		
Card number:		CVC code:
Card type:	Valid from date:	Expiry date:

Signed:	Position:	Date:
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Return completed form to Jo Bland, Client Services Executive

Email: jo.bland@abc.org.uk

Phone: 01442 200 839



Training Booking Form

Terms and Conditions

1. Provisional Bookings

All bookings must be confirmed in writing by fully completing the appropriate booking form. If your organisation requires the use of Purchase Order (PO) numbers you must include your PO number on the booking form.

We will accept completed forms sent by email or facsimile.

A confirmation letter, with course instructions will be forwarded once your completed booking form has been received.

2. Confirmed Bookings

An invoice will be produced and forwarded to you for payment.

Payment of all fees must be made within our standard 30 days terms or on the day prior to commencement of the course, whichever occurs first.

3. Cancellation

ABC reserves the right at its absolute discretion and without liability to cancel, an advertised course due to insufficient bookings or through circumstances beyond its reasonable control. In which event, the liability of ABC shall be limited to the return of all monies paid.

The attendee may cancel their enrolment in writing, under the following terms:

- Over 30 working days before the course – 100% refund
- 10 -30 days before the course – 50% refund
- Less than 10 days before the course – no refund
- Non-attendance on the course day – no refund

The transfer of a place to a colleague may, at ABC's sole discretion, be permitted. Where such a transfer is agreed it must be confirmed in writing prior to the course.

4. Health and Safety

All parties involved in an ABC training course agree to comply at all times with the appropriate Health and Safety Legislations and Codes of Practice applicable to the venue at which the course is held.

5. Intellectual Property

The copyright and all other Intellectual Property rights in the course material remain the sole and exclusive property of ABC. Neither the attendee, nor their representatives will copy the whole or any part of that material without the written consent of ABC.

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6. Limitations of Liability

ABC accepts no responsibility whatsoever for the attendees or the attendees representatives performance as a result of their attendance at the course and shall not be liable for any loss or damage arising to the attendee or any third parties howsoever that loss or damage arises whether it be by act or omission but not so as to exclude liability for death or personal injury arising from the negligence of ABC.

7. Law

This contract is governed by and is to be construed in accordance with English Law and the parties agree to submit to the non-exclusive jurisdiction of the English courts.