

Course Booking Form

Fax to: 01635 522227



idealtraining solutions

CONTACT and COMPANY DETAILS

Primary contact name (in full) _____

Company Name _____

Address _____

Postcode _____ Email _____

Telephone _____ Fax _____

DELEGATE DETAILS

Delegate 1 (title) _____ First name _____ Surname _____

Course Title _____ Dates _____

Delegate 2 (title) _____ First name _____ Surname _____

Course Title _____ Dates _____

Delegate 3 (title) _____ First name _____ Surname _____

Course Title _____ Dates _____

METHOD of PAYMENT

Cheque enclosed (payable to: Ideal Training Solutions). Send to: 72-73 Bartholomew Street, Newbury, Berkshire, RG14 5DU

BACS transfer. Payable to HSBC, 1 Mansion House Street, Newbury, Berks, RG14 5ET. Sort Code: 40-34-12. A/c Name: Ideal Training Solutions. A/c No: 31618695. Please fax confirmation of your bank transfer to us on: 01635 522227 or post to the above address.

Please invoice quoting Purchase Order No _____

TERMS of BUSINESS

Payment. The course fee must be paid, in full, no later than 14 working days prior to the start of the course.

Cancellation. All cancellations to bookings must be made 14 working days prior to the start of the course. If a booking is cancelled within the 14 days or if the delegate fails to attend the course, the full course fee must be paid immediately.

Changing delegate details. There will be no charge if a substitute person wishes to replace the original delegate. Please inform our office of any such changes.

Cancellation of courses by Ideal Training Solutions. We reserve the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund.

Transferring courses. If a delegate wishes to transfer a booking to a later course within 14 working days of the original course date, there will be an administrative charge of 25% of the course fee. If that transfer is then cancelled at any time, the course fee remains payable.