

Training Booking Form

First Name: _____

Last Name: _____

Area of responsibility: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Course Location & Date:

An invoice will be issued upon receipt of this booking form.

PO Number (if applicable):

Please supply invoicing details below, if different from above.

N.B. Invoices are emailed so please provide an email address for your finance department.

Please indicate if you are a current LASER customer Yes No

Cancellation and Transfer Policy

Due to the preparation costs involved, the following cancellation charges will apply to all courses:

Withdrawal from any course

- Within 1 month of its commencement – 50% of the full cost of the course
- Within 5 working days of its commencement - Full fee per person

Cancellations must be made in writing to: k.mansfield@laser-awards.org.uk and will be acknowledged by a confirmation email.

Transfer of your place may be made free of charge to one other date.

Transfers must be notified in writing to k.mansfield@laser-awards.org.uk at least one calendar month prior to the course commencing.

Transfers received after this period will be considered as a cancellation and the cancellation policy will be applied.

Substitutions may be made at any time prior to the course starting subject to candidate suitability.

A full refund of a course fee will be made if the course is cancelled by LASER

Please return this form to: **Karen Mansfield at Laser Awards, The Runnymede Centre, Chertsey Road, Addlestone, Surrey KT15 2EP OR email your details requesting a place to k.mansfield@laser-awards.org.uk**



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