

## Training Course Booking Form

**Course and delegate details** (Please note our booking terms, conditions and cancellation policy below).

<b>Course Title:</b>		<b>Course Dates:</b>	
<b>Course Fee: + VAT</b>			
<b>Delegates Names</b>			
<b>1.</b>		<b>6.</b>	
<b>2.</b>		<b>7.</b>	
<b>3.</b>		<b>8.</b>	
<b>4.</b>		<b>9.</b>	
<b>5.</b>		<b>10.</b>	
<b>Company Name:</b>			
<b>Address:</b>			
<b>Postcode:</b>		<b>Tel:</b>	
		<b>Fax:</b>	
<b>Email:</b>			
I have read and agree to the cancellation policy set out below			<b>Print Name:</b>
<b>Authorised signature:</b>			

Please let us know if you have any special requirements eg, dietary, access

### CONDITIONS OF BOOKING

An invoice and joining instructions will be sent on receipt of this booking form and a copy of the purchase order (if applicable). **Invoices must be settled prior to attendance.** Interest may be charged on late payments. Please read our cancellation policy below.

<b>Name and Address to send the invoice</b>	<b>Purchase order number</b>

### Cancellation Policy

We will make every effort to accommodate changes to your schedule if for any reason you cannot attend your confirmed programme but please note our cancellation charges.

When cancellation is made more than 20 working days before the start of the course, the fees will be refunded in full. If less than 20 working days notice is given fees will be subject to 50% deduction. Where less than 6 working days notice of cancellation is given fees will not be refunded and transfers cannot be considered.

Substitutions may be made free of charge up to the last minute.

We will waive your cancellation fee and transfer your registration to a future programme under the following conditions:

- At least 6 working days notice from the start of the course has been given
- You pay your invoice in full

We will hold your account in credit and assign it to the next available programme which you must attend. If you cannot attend at the next opportunity your registration will lapse and your fees will not be refunded.

Return this form to [admin@veritas-consulting.co.uk](mailto:admin@veritas-consulting.co.uk) or post it to: Veritas Consulting, The Studio 42 Haslucks Croft, Shirley, Solihull, B90 2EQ. Tel: 0121 788 8264.