



# Training Order Form

<p><b>Date:</b> <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>County: <input type="text"/></p> <p>Post Code: <input type="text"/></p> <p>Delegate Name: <input type="text"/></p> <p>Position: <input type="text"/></p> <p>Phone: <input type="text"/></p>	<p>Unit27 Orion House, Basepoint Business Centre Andover, Hampshire UK SP10 3FG Phone: +44 (0)1264 326365 Fax: +44 (0)870 0512158 www.bics.demon.co.uk</p> <p>Course Location: <input type="text"/></p> <p>Special Diet or Needs: <input type="text"/></p> <p>Course Name: <input type="text"/></p> <p>Preferred Date: <input type="text"/></p>
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**Please list previous related training courses you have completed:**

**What are your reasons for attending the training course and what do you want to achieve?**

**Summary of Terms and Conditions**

1. Cancellations are subject to the following scale of charges based on notice:
 

5 or more working days	No Charge
Less than 5 days but at least 2 working days	50% of the course fee
Less than 2 working days or no attendance	100% of the course fee
2. We will make every effort to accommodate your preferred date but if not we will offer the next available date prior to confirming your place on the course.
3. The date of the training course is fixed only upon receipt of confirmation from Brown Industrial Control Systems.
4. The training location is fixed only upon receipt of confirmation from Brown Industrial Control Systems.
5. On-site and special training locations incur a additional minimum charge. Please contact us for details.
6. Payment in full is required on receipt of confirmation from Brown Industrial Control Systems and the accompanying invoice or at least one week prior to the course start date whichever is the sooner.
7. Force Majeur. Brown Industrial Control Systems accepts no liabilities or consequential damages including transport or accommodation expenses for courses cancelled or disrupted for reasons beyond our control. For course cancelled by Brown Industrial Control Systems there will be no charge and any payment made will be refunded in full.
8. The course attendee is responsible for all travel and accommodation cost incurred.
9. No contract or agreement exists between Brown Industrial Control Systems until payment in full is received.
10. Non-payment will result in the place on the course being cancelled.
11. Brown Industrial Control Systems reserves the right to cancel without compensation courses where there is insufficient demand. Alternative dates will be offered if possible.
12. Brown Industrial Control Systems take every care in preparation of the training materials but cannot accept any liability whatsoever for omissions or inaccuracies.