

TRAINING COURSE BOOKING FORM

COURSE DETAILS

Course title:

Course date(s):

YOUR DETAILS

Name:

Company Name and Address:

Invoice Address:

Telephone:

Native spoken language e.g. English, Russian

Email:

Special Requirements i.e. dietary/physical/learning

Date:

PAYMENT DETAILS

Purchase Order No:

Course Fee:

Examination Fee:

VAT:

TOTAL PAYABLE

Company VAT No:

CARD DETAILS

Card Type:

Card Number:

Expiry Date:

Security No: Last 3 digits on back of card

Name as it

Payment Methods: Credit and Debit Cards, BACS

Full payment must be made at the time of booking unless this form is supported by a Purchase order Number. Candidates from within EU are not liable to VAT provided a company VAT number is shown on this form. All training courses are subject to the terms and conditions set out overleaf and your signature and return of this form confirms agreement to such terms and conditions. All training course details, directions to the training venue and other important course information will be sent on receipt of this form. Pre course reading material where appropriate will be sent following receipt of full payment.

Signature:

Date:



TRAINING TERMS AND CONDITIONS

DEFINITIONS

We or Company means Gully Howard Technical Limited.

Contract means the contract for the provision of Services by the Company to the Client.

You or Client means the persons, firm or company ordering or buying Services from the Company.

Service means the provision of training services by the Company to the Client.

Intellectual Property and Rights means any patents, copyright related rights, trademarks, trade names and domain names, rights in goodwill or to sue for passing off.

Order means the written order sent by the Client for the supply of Services by the Company and includes a training booking form, letters, faxes and emails whether sent by post or electronically.

GENERAL

These terms are in addition to any other terms and conditions agreed between the Company and the Client for the provision of any other services.

The submission of a training booking form constitutes a legally binding contract and must be returned as soon as possible in order to secure the training dates required; this should be a minimum of 4 weeks prior to the course start date. If the form is returned after the deadline, the course may not go ahead as planned.

Booking forms for courses booked within 4 weeks of the course start date must be returned immediately once the date has been agreed verbally.

COURSE TIMINGS

Training courses normally run from 0900-1630. Timings for in-house courses are to be arranged prior to the start of the course.

COURSE CONFIRMATION AND MATERIAL

Confirmation of reservations for training courses and any required pre course reading will be forwarded to you on receipt of full payment for the training course otherwise it will be made available on the first day of the course itself.

ACCEPTANCE OF BOOKING

No contract between the Company and Client shall exist until a booking has been accepted in writing by the Company. An acceptance by the Company incorporates the Terms and Conditions and the Client shall be deemed to have accepted the Terms unless the Client notifies the Company in writing of any objections to the Terms within seven days of the date of acceptance. No conditions or terms stipulated in any other communication or document shall amend or exclude any of the terms except insofar as the same is expressly consented in writing by the Company.

FEES

All course fees are to be paid in full before the commencement of the course. VAT will be applied at the applicable rate at the time the course is booked.

In the absence of full payment of course fees, the training may be withdrawn in accordance with the Late Payment of Commercial Debt (Interest) Act 1998, we will be entitled to charge interest at 5% above the Bank of England base rate on all overdue amounts. Payment by credit card will attract a 2% handling charge.

ISSUE OF DOCUMENTATION

A receipted invoice and relevant course joining instructions will be sent to the Client as quickly as possible on receipt of full payment.

CANCELLATION BY THE CLIENT (MUST BE MADE IN WRITING)

Up to 6 weeks before the start of the course
100% of course fee

6 - 8 weeks before the start of the course
75% of course fee

Cancellation at any other time
30% of course fee

INTELLECTUAL PROPERTY

All intellectual Property Rights in the Services or arising from the Contract shall remain with the Company, unless expressly otherwise agreed in writing by the Company.

The reproduction by whatever means, of the Company's publications or any publication used by the Company in the performance of the Contract is expressly forbidden and the Company will not hesitate to take legal proceedings in respect of any breaches.

If the Services are to be provided by the Company in accordance with a specification submitted by the Client, the Client shall indemnify the Company against all liability, loss, damage, costs and expenses suffered or incurred by the Company in respect of any claim for infringement of any intellectual Property Rights of any other person which results from or arises out of the use of the Client's specification.

FORCE MAJEURE

The Company shall not be liable to the Client or be deemed to be in breach of Contract by means of any delay in performing or failure to perform any of the Company's obligations in respect of the Services or the Contract if the delay or failure was due to any cause beyond the Company's reasonable control.

CHANGES AND CANCELLATION OF EVENTS

The Company reserves the right to revise the costs stated above, not to start the proposed course/s, accept intakes into existing courses and to cancel the course if enrolments do not meet the required minima.

FOR MORE INFORMATION CALL GULLY HOWARD TECHNICAL LTD 023 9272

