

## Booking Form

NAME OF COURSE		
COURSE LEVEL		
COURSE DURATION		
DATE OF COURSE		
COST OF TRAINING		
DELEGATE NAMES:		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
ANY SPECIAL REQUIREMENTS		
NAME OF COMPANY		
ADDRESS OF COMPANY		
TELEPHONE NUMBER		
FAX NUMBER		
E-MAIL ADDRESS		
PURCHASE ORDER NO		

I UNDERSTAND THAT NON ATTENDANCE WILL BE CHARGED AT FULL RATE

SIGNED		
PRINT NAME		
POSITION		
DATE		

OFFICE USE ONLY		
4000 <input type="checkbox"/>	4004 <input type="checkbox"/>	Other (Please State):
4001 <input type="checkbox"/>	4005 <input type="checkbox"/>	.....
4002 <input type="checkbox"/>	4006 <input type="checkbox"/>	.....
4003 <input type="checkbox"/>	4007 <input type="checkbox"/>	.....



## TERMS AND CONDITIONS

### 1. BOOKING PROCEDURE

Bookings can be made via the Customer Services Department, to provisionally reserve a place on a course. All bookings must be confirmed in writing by fax or e-mail and accompanied by a purchase order. Once a booking has been confirmed, an invoice will be sent to you and unless you have a credit account with Designated Associates, you are required to pay the invoice upon receipt.

### 2. CANCELLATION FEES

The following scale of charges will apply;

11+ working days in advance of the course	No charge	(0%)
6-10 working days in advance of the course	Half Course fee	(50%)
0-5 days in advance of the course	Full Course fee	(100%)

### 3. DELEGATE SUBSTITUTIONS

The substitution of named delegates by another from the same company can be made at any time up to the start of the course provided the course co-ordinator is advised in advance. There is no charge for delegate substitutes.

### 4. NON ATTENDANCE

Refunds, either in full or in part, will not be considered where delegates do not, for any reason, attend the course.

### 5. LATE ARRIVALS

Delegates arriving more than 15 minutes late will be allowed to join the course at the training consultant's discretion.

### 6. COURSE SPECIFICATION

An outline of each course confirmed will be made available and clients should ensure that their delegates check that the course level selected is appropriate to both their needs and their ability. Designated Associates Limited accepts no responsibility for incorrectly placed delegates.

### 7. COURSE PARTICIPATANTS

In the interests of other delegates, Designated Associates reserves the right to remove a delegate from a course if, in the opinion of the training consultant and a senior member of Designated Associates training staff, the delegate is unable, through lack of the appropriate ability or experience, to keep up with the course.

### 8. COURSE TIMES

Courses start at 9.30am and finish at approximately 3.30pm. There are 10 minute breaks for refreshments, at appropriate times, during both the morning and afternoon sessions. A light lunch is provided and is taken between 12.00pm and 12.30pm.

Designated Associates Limited can be flexible with timings upon private one company courses, if you would like to discuss appropriate timings for your company please call our training co-ordinator.

### 9. CANCELLATION OF COURSES

Designated Associates will make every effort to run all courses once reservations have been accepted. In the event of any courses having to be postponed or cancelled by Designated Associates Limited clients will be offered an alternative course date. If no alternative date can be offered, clients will be entitled to a full refund of course fees paid.

### 10. JOINING INSTRUCTIONS

For training taking place @ Designated Associates standard joining instructions will be e-mailed to a client's training co-ordinator upon confirmation of a booking. For late bookings, joining instructions will be issued on receipt of confirmation, directly to the delegate wherever possible. Arrangements can be made for joining instructions to be posted to delegates please ask for details.

### 11. REDUCED/SUBSIDISED PLACES

10% Reduction on the total when 10 places or more are booked on any combination of sessions. It may be possible to receive subsidised or funded places through business and training grants. Please call us for further details on 0151 653 3338.

### 12. PAYMENT

Payment can be made by:

*Cheque* - made payable to Designated Associates Ltd

*Purchase Order* - Please attach the Purchase Order along with the booking form to receive an invoice from us. Please note that payment must still be received before your training session.

*Credit cards* - to make a credit card payment please call 0151 653 3338 a 3% surcharge will be added to all credit card payments, minimum transaction is £60.00

### 13. FEES

Course fees must be paid at the time of booking, fees include lunch, refreshments, certificate of attendance and 60 days post support via e-mail.

### 14. ENROLMENT INFORMATION

Details of enrolment, directions and special requirement forms (diet, disabled access, etc.) will be sent out with booking details.

### 15. CREDIT ACCOUNT FACILITY

A credit account facility can be arranged at Designated Associates, please call for further details.

