



## COURSE BOOKING FORM

### INVOICE ADDRESS:

Company:	
Address:	
	Post code:
Email:	Telephone:
Fax:	No.of employees: :

### BOOKING CONTACT:

Title:	First Name:	Surname:
Position held:		Email:

### NATURE OF BUSINESS:

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### COURSE(S) BOOKED:

1	Course Date:	Course Title:
	No of Attendees:	Price/p/p: Course Cost:
2	Course Date:	Course Title:
	No. of Attendees:	Price/p/p: Course Cost:

### ADDITIONAL INFORMATION

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<b>Venue Details</b>		
<b>Total Price:</b>	<b>VAT:</b>	<b>Total (Inc VAT):</b>

### PAYMENT: (Please tick the payment option and complete details)

<input type="checkbox"/> <b>Payment by Cheque</b>			
Please enclose cheque payable to: <b>Focale</b>	Cheque Amount:	Authorised By:	
<input type="checkbox"/> <b>Payment by Invoice</b>			
Order number: (must be quoted)	Authorised By	Signature	Date

**Please note that all payments must be paid in advance of training provision**

**Please email or post completed forms to:**

Focale Training, Old School House, Newcastle Road, Madeley Heath, CW3 9JU

**Email:** enquiries@focaletraining.co.uk **Call:** 0333 8000 018 (local rate)

## BOOKING TERMS AND CONDITIONS

### FEES

All fees are payable in advance (normally 4 weeks). Focale Training reserves the right to refuse admission to the course until payment is received. Fees quoted are correct at the time of publication but Focale Training reserves the right to alter fees at any time. All fees quoted are exclusive of VAT which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force.

### IDENTITY CHECKING

Focale Training reserves the right to refuse admission to a course if delegates fail to produce the specified minimum ID required by the relevant Approvals Body. In such circumstances no refunds will be provided.

### LATE PAYMENT

Overdue payment may attract interest at 8% above the statutory rate.

### EXAMINATIONS

Where examinations (whether by an internal or external examining authority) form part of, or are taken following a course, no refund of fees can be given in the event of a candidate failing to reach the standard required. Examiners' decisions are final.

### VENUE

All venues must be assessed for suitability before training can take place. Focale Training will supply a venue assessment form once a booking has been confirmed which must be returned at least 14 days prior to the date of training. Any late change in venue may result in an additional charge to cover any costs that may have been incurred.

### CANCELLATIONS

Focale Training reserves the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In the event of cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled by the client the following fees will be payable:

NOTICE GIVEN	% OF FEE CREDITED ON CANCELLATION
More than 28 days	100%
15 – 28 days	50%
0 – 14 days	0%

In addition, Focale Training reserves the right to charge a £30 administration fee for each cancellation/transfer. Telephone cancellations can be accepted but must be confirmed immediately in writing (by post, email or fax).

All reasonable adjustments to provision will be made to ensure that learners with a learning difficulty, disability and/or a medical condition that affects their learning are not substantially disadvantaged. If you have a learning difficulty, disability and/or a medical condition, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed.

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Focale Training is a trading name of Firm (Stoke) Ltd. Company number: 5699881 VAT registration number: 879165570

**[www.focaletraining.co.uk](http://www.focaletraining.co.uk)**