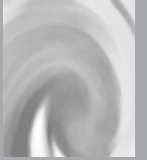


Training Booking FORM



Delegate details:

Name:
Job title:
Company:

Tel:

Mobile:

Special dietary requirements:

Invoice address:

Address:

Fax:

Email:

Any other special requirements:

Course	Dates	Cost

Cheques payable to **Train2Train**. If you would like to arrange a bank transfer please contact Highfield.

Credit card details:		
Name on card:	Switch issue no.	
Card number:		
Card type:	Valid from date:	Expiry date:

sub total	
+VAT	
TOTAL	

Signed:	Position:	Date:
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By signing this booking form, I accept and agree to the Train2Train Booking Terms and Conditions outlined overleaf.

PLEASE NOTE BOOKINGS WILL NOT BE CONFIRMED UNLESS THE BOOKING FORM IS SIGNED & DATED

Add VAT and Exam fees to all courses.

Train2Train Highfield House, Sidings Court, Lakeside, Doncaster, South Yorkshire DN4 5NL United Kingdom

Train2Train tel. +44 01302 363136

Order No.	
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www.train2train.org



Booking terms & conditions

Payments must be received prior to the course. Once Train2Train has received the booking form you are liable for payment. Train2Train reserves the right to cancel the course, for example, due to under-subscription. In such circumstances a full refund of course fees will be made or a transfer to another suitable course will be offered to the delegate. No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

Cancellations

- More than 28 working days before the course, no charge will be made.
- 14-28 working days before the course, 50% of the fee will be payable.
- Less than 14 working days before the course, the whole fee will be payable.

Substitutions

- May be made at any stage at no cost.

Transfers

- Transfer to a subsequent date when the same course is running, subject to availability of places, will incur a standard fee of £25.
- Any accommodation cancellation costs may be charged.

If the transferee subsequently cancels, the original cancellation clause will apply. All changes requested verbally must be confirmed in writing, fax or e-mail. Changes will become effective on the date of receipt of written confirmation. Occasionally, due to circumstances beyond our control, alterations to timing and content of courses may become necessary. We therefore reserve the right to modify the course information or tutor.