

# Booking Form

## Delegate Details:

Title & First Name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Job Title \_\_\_\_\_

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Town \_\_\_\_\_  
 County \_\_\_\_\_ Postcode \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

Course Title \_\_\_\_\_  
 Date of Course \_\_\_\_\_

*I understand that this booking is made subject to the terms & conditions set out below.*

Purchase Order No. \_\_\_\_\_  
 Authorised Signature \_\_\_\_\_

## Payment:

**Payment by Cheque:** I enclose a cheque for £ \_\_\_\_\_  
 made payable to Initial Safety Services Limited

**Payment by BACS:** I have instructed by bank to transfer  
 £ \_\_\_\_\_ to Initial Safety Services Limited, Cooperative  
 Bank, Skelmersdale, 08-92-99, 69175303

**Invoice Required:** Y / N

Address for invoice (if different from delegate details):

Title & First Name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Town \_\_\_\_\_  
 County \_\_\_\_\_ Postcode \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_

## Terms & Conditions

**Reservation** Reservations can be made initially by telephoning 01270 619376 but must be confirmed in writing by post to Initial Safety Services Limited, 16 Newland Way, Stapeley, Nantwich, Cheshire CW5 7JH or fax on 01270 619376 or e mail to enquiries@initialsafetysservices.co.uk

**Registration** It is a condition of registration that the fee is payable in full in advance of the course start date. To register, please complete the booking form and send to the address below. Cheques should be made payable to Initial Safety Services Limited. On receipt of payment, a VAT receipted invoice will be sent with the registration confirmation

**Course Fees** Our fees include tuition, course handouts, certificates (where applicable), refreshments and lunch.

**Venues** Quality venues are used throughout. In house training upon request.

**Cancellation** Cancellation charges relating to booking are taken from the date of receipt of written cancellation. A part refund of fees (less a 15% cancellation fee to cover costs) will only be made for written cancellation received at least 21 days prior to the start of the course. We regret that refunds cannot be made during the 21 day period but you may send a substitute delegate (subject to their successful application). Failure to attend will be treated as a cancellation. Transfers may be requested, but will be made at the discretion of Initial Safety Services and subject to the same terms as cancellations. The request for transfer must be in writing. If received at least 21 days prior to the start date of the course a 15% transfer fee is liable. For transfers within 21 days prior to the course start date, the full fee is liable. The course information is correct at the time of going to print. However, we reserve the right to alter or cancel the event due to circumstances beyond our control.