

## BOOKING FORM

Course Title \_\_\_\_\_  
Course Date \_\_\_\_\_ Location \_\_\_\_\_

### Booker Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Invoice and joining instructions for each delegate will be posted to the booker.

### Delegate Details

Title	First Name	Last Name	Job Title	Cost £
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Discounts:** Reductions are available for companies booking multiple places on the same course (same date) as follows:  
For 2 places take £60 off the booking total  
For 3 places take £120 off the booking total  
For 4 places take £240 off the booking total  
For 5 places take £340 off the booking total.

Less Discount £ \_\_\_\_\_  
Sub Total £ \_\_\_\_\_  
Plus VAT £ \_\_\_\_\_  
Total £ \_\_\_\_\_

### Payment Details

Course fees are payable with the booking.

Cheque enclosed – payable to Benchmark Business Training Ltd £ \_\_\_\_\_

Charge to my Visa / Mastercard

Card number

Expiry date  
(MM/YY)

Security code  
(last 3 digits on  
signature strip)

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Cardholder Address \_\_\_\_\_

Postcode \_\_\_\_\_

Invoice company – Purchase Order number \_\_\_\_\_ (invoice is payable on presentation)

Confirmation of booking, VAT invoice and joining instructions for delegates will be sent by return post.

### Booking Conditions

#### Payment terms

Course fees are payable with the booking. We may however agree to invoice you, if we do issue an invoice, payment is due upon presentation of the invoice. We reserve the right to refuse attendance on the course if payment is not received before the course date.

#### Delegate substitution

Substitute delegates may be nominated at anytime. There is no charge for delegate substitution, providing there is no change of course date.

#### Transfer to another course date

Requests to transfer to another course must be received in writing, you should state the date and name of the course to which you wish to transfer. Transfers will only be accepted if the original booking has been paid for; you will need to pay for the original booking before we make the transfer.

If your request for transfer is received at least 14 days before the course date there will be no charge for the transfer. If you transfer your booking at this stage, you may subsequently cancel and receive a full refund, providing notice is given in writing at least 14 days before the new course date.

If your transfer request is received less than 14 days from the course date there will be an administrative charge of £75 (plus VAT) per delegate being transferred. An additional invoice will be sent for this charge. The original invoice still stands and needs to be paid (if still outstanding). If you transfer your booking at this stage, you cannot subsequently cancel it.

#### Cancellations by you

If you need to cancel your booking your cancellation must be received, in writing, at least 14 days before the course date. A full refund will be made of course fees paid. Cancellations received less than 14 days before the date of the course are unable to receive a refund.

#### Important notes

It may be necessary (due to reasons beyond our control) for Benchmark Business Training Limited to change the content, timing, date or venue of a course. In the unlikely event of a course being cancelled, our liability is limited to a refund of the course fee.

If the course takes place and you do not attend (for any reason), the above conditions in relation to 'transfer to another course date' and 'cancellations by you' will apply.

All bookings are subject to the above Booking Conditions.

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