

**TRAINING BOOKING FORM**

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| **Name of courses:**  | **Agreed days/dates:** | **Number of Delegates** | **Cost:** |
|  |  |  |  |
| Organisation details (including postcode and telephone number): |
| Name and email address of contact:  |
| Email address to send the training link to (you will receive this up to a week before the training) |
| Details to send the invoice to (include name, email address and telephone number): |

Please sign below to confirm the booking details above and accept the terms and conditions overleaf:

P**lease complete this form and return to** **businessmanager@sendtacltd.co.uk** **to confirm your booking.**

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| **Payment: A 14 DAY INVOICE WILL BE SENT ON RECEIPT OF THIS FORM SIGNED AND DATED** |
| Please send your BACS payment to: | Company Name: Bank: Account Number: Sort Code:Payment reference: | **Sendtac Ltd****Lloyds Bank****47755462****30-92-33** |  |
| Cheques payable to: | **Sendtac Ltd**(please write your setting name and reference number on the back) |  |
|  Send cheques to: | **Sendtac Ltd****3 Tilewood Avenue****Eastern Green****Coventry CV5 7GF** |  |

**TERMS AND CONDITIONS**

**Bookings**

Bookings will be confirmed once a completed booking form have been received by SENDTAC Ltd.

**Payment Terms**

An invoice will be issued prior to the course. **Full payment is required on receipt of the invoice and should be received within 14 days of the invoice date or 14 days prior to the course commencement date, whichever is earlier**. Should the booking be made within 10 working days of the course commencement date payment must be made immediately. Attendance on a course may be refused if full payment has not been received. The delegate agrees to meet all bank and transaction charges to pay the full invoice amount.

**Cancellations**

Cancellations will be refunded as follows:

 Greater than 10 working days prior to the course - 50% of the original invoice value including VAT, where applicable. 10 or less working days before the course - you will receive no refund.

 In the event of any cancellation, you must pay any costs for which we are liable to third party suppliers, for example facilities, equipment or catering.

We reserve the right to cancel a course at short notice should events beyond our control make this unavoidable. If this should occur, participants will be offered a place on our next available scheduled course, or alternative dates in-house.

Delegates may reschedule to another public scheduled course. Rescheduling will be subject to an administration fee\*. Rescheduling must take place within 3 months of the original training date, subject to availability. We reserve the right to pass on any external costs caused by participant rescheduling. Rescheduling must be requested more than 10 working days before the course start date. Rescheduling within 10 working days of the course will be treated as a Cancellation (see above). Delegates may substitute themselves on a course at no charge but must take full responsibility for ensuring that all course documentation is passed on and that the new Delegate meets the relevant pre-requisites for the course.

**Late payments**

**Late payment fees will be applied to invoices that are overdue without communication.**

**A 10% late payment fee will be applied per week the payment is late.**

**If your payment is late for any reason please do communicate with us to let us know, and when it is likely to be paid to avoid a late payment fee.**

**Intellectual Property**

During the course you will receive copies of material which is the property of SENDTAC Ltd. You agree not to share, copy or reproduce these materials by any means without written authorisation from SENDTAC Ltd. For avoidance of doubt, the content of this course does not permit you to train others.

**Your Privacy**

SENDTAC Ltd respects your privacy and does not share your email address with other organisations – you will not be contacted by third parties. We may from time to time contact you to discuss feedback or future training.

**Disclaimer**

By agreeing to these terms and conditions you accept the content of the course that will be delivered. If you are unhappy with any of the course content this will be treated as subjective feedback and will be used to support our growth and development, however no refund will be processed on this basis.

Signed: ............................................................................................ Date: ............................

By signing this form it means that you agree to our terms and conditions.

\*This fee will be calculated as a percentage of your quoted booking.