



Training Course Booking Form

Please return this form to confirm your booking

Delegate Names

Delegate Names

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Course Title:

Number of Delegates attending:

Course Date:

Start Time:

Course fee per person: £

Total course cost: £

FULL PAYMENT IS DUE TWO WEEKS BEFORE THE COURSE DATE

Organisation:

Contact Person:

Address for invoicing:

Postcode:

Telephone:

E-mail:

Signature:

Date:

Authorised by:

Date:

Where did you find out about the training on offer from Bristol Safety?

Bristol Safety Website

Other (please state)

Business Directory



Terms & Conditions

Cancellation Charges – Bookings can only be cancelled by contacting the course Coordinators on **07709 460 992**. The cancellation charges are as follows:

Cancellation of course / and or delegate more than 8 days to the commencement of the course - **£50 administration fee.**

Cancellation of course / and or delegate within 7 days of the commencement of the course – **The total cost of the course or delegate fee.**

Provisional bookings – We accept verbal bookings by telephone or email, but full confirmation must be made by returning the attached booking form.

Substitutions – The amended name must be provided at least 1 day before the course date, no charge is made to change attendee names.

Identification – Please bring a form of Photo identification on the day of the course, as some venues request that security passes be issued.

Training at your business location – Training courses can be carried out on your premises subject to the location and the course format being suitable.

Courses designed for you – All courses can be individually tailored to suit your specific business needs. The Course Co-ordinator will discuss your company requirements and give specific technical advice.

Clothing Requirements – Delegates should wear casual, comfortable clothing. Showering facilities are available at each venue on request.

Contact Details

If you have any questions relating to your booking or payment arrangements, please contact the Course Co-ordinator on:

Training Co-ordinator: Justin Lane

Telephone: **07709 460992**

E-mail: jlane@bristolsafety.co.uk

Training Venue Facilities

For venue enquiries please contact the venue directly using details provided on your Course joining instructions.