Training Booking Form

Inter-est UK LTD

Delegates:	
Company Name:	
Company Address:	
Post Code:	
Telephone Number:	
Fax Number:	
Email:	
Please tick the box if you are an NFU approved repairer	☐

Please choose one of the courses below by checking the appropriate box.

COURSE	LOCATION	DATE & TIME	COST + VAT (per delegate)	
Introduction to Inter-est	Edinburgh	Tuesday 24th January 2012	£265.00	☐
Introduction to Inter-est	Macclesfield	Thursday 26th January 2012	£235.00	☐
Introduction to Inter-est	Bradfield - Berkshire	Thursday 16th February 2012	£265.00	☐
Introduction to Inter-est	Macclesfield	Wednesday 22nd February 2012	£235.00	☐
Introduction to Inter-est	Macclesfield	Wednesday 28th March 2012	£235.00	☐
Introduction to Inter-est	Bradfield - Berkshire	Thursday 19th April 2012	£265.00	☐
Introduction to Inter-est	Macclesfield	Wednesday 16th May 2012	£235.00	☐
Introduction to Inter-est	Macclesfield	Thursday 7th June 2012	£265.00	☐
Introduction to Inter-est	Macclesfield	Wednesday 4th July 2012	£235.00	☐

- Courses Start at 9.15 and finish at 4.00pm
- A light lunch will be provided, please advise at time of booking if you have any specific dietary requirements.

Please return this form by email to hclark@inter-est.net
or by fax to: 01625 616002

Confirmation will be emailed to the address you have provided on this form within 5 working days of receipt.

Please Note: By returning this form you are agreeing to the Inter-est Training Terms and Conditions

Inter-est UK LTD

Inter-est Training Terms and Conditions

These terms and conditions form the entire agreement between Inter-est UK Limited ("Inter-est") and the client ("Client", "you") for the goods and services detailed on the Training Booking form.

1. Reservations

Course reservations may be made by email, fax or post on an Inter-est Training Booking form.

Written acknowledgement by Inter-est of an official booking confirms the relevant delegate course place(s) and these Terms and Conditions. The conditions are binding from the date shown on the acknowledgement.

2. Fees and Payment Terms.

The course fee includes: tuition, training materials, handouts and computer time as appropriate to the course.
The course fee also includes refreshments and Luncheon for all delegates. All course fees are subject to VAT.

Payment is due 30 days from invoice date or 14 days prior to course date whichever is the earlier. Payment is to be made by cheque.

3. Cancellations, Transfers and Substitutions

Cancellation:
You may cancel a course place by giving written notice and on payment of a cancellation fee, which is a percentage of the course fee. The cancellation fee varies with the amount of written notice given to Inter-est as follows:

21 or more working days	0%
15 to 20 working days	50%
0 to 14 working days	100%

If course fees have already been paid then the corresponding refund will be made.

Transfers:
Transfers may be made to a course at a later date, provided the new course commences within 3 months of the original course.
Cancellation terms will apply if outside of the 3 month period.
Transfer requests must be made at least 14 days prior to the course date

Substitutions:
No charge will be made for the substitution of delegates before the date of course.
It is the clients responsibility to ensure that the new delegate receives any joining instructions and pre course documentation already sent by Inter-est.

4. Rescheduling by Inter-est

If there is not a minimum number of people booked on the course at least 14 days prior to the course date the course will be cancelled.
In the event that Inter-est has to reschedule, a course for reasons beyond our control, delegates will be offered an alternative booking. If no alternative can be agreed then Inter-est will refund any course fees paid.
We accept no liability for any other costs.

5. Dissatisfaction

The client shall advise Inter-est in writing within 72 hours of the end of the course, in the event of dissatisfaction with the course.

6. Security and Health & Safety

All delegates will be expected to abide by any site security and health and safety measures operating at the course location.

7. Special requirements

A buffet lunch is provided on the full day course, please state clearly on your booking form if you have any special dietary requirements.