



COURSE BOOKING FORM			
Delegate Name:			
Company Name:			
Name of person/dept & address to whom invoice should be sent:			
Contact Email:		Post Code:	
Contact Name:		Contact Tel No:	
Name of Course (s)	Date	No of Places	Cost per Delegate
1.			
2.			
Special Requirements:			
Authorised by:			
Name _____ on behalf of _____ Company			
I agree to the Terms and Conditions listed below.			
Signed _____		Date _____	
Please complete and either: Scan in and email to: bookings@useittraining.co.uk OR Fax to: 020 8546 4962 – please call us on this number first before you send OR Post to: Use IT Ltd, 1 st Floor, 5 – 9 Eden Street, KINGSTON-UPON-THAMES, Surrey, KT1 1BQ.			

Terms and Conditions

1. Courses will be invoiced at the time of booking. Full payment is required 10 working days before the start of the course or immediately if the course is booked within 10 working days of its start date. Fees exclude VAT, which are payable at the current applicable rate.
2. A full refund less 15% administration charge will be made for cancellations received in writing or by email not less than 10 days prior to the course.
3. Cancellations after this time are charged at the full fee rate.
4. Substitutions may be made at any time up to 6pm the day before the course.
5. The maximum class size will be 8 delegates unless otherwise advertised or notified.
6. The cost of the course includes all courseware and refreshments.
7. Payment may be made by bank transfer, cheque, postal order, credit or debit cards.
8. Course cancellation policy is as follows:
 - (i) we reserve the right to reschedule courses should the necessity arise; delegates will always be given at least 5 days notice if this happens,
 - (ii) in the rare event of a course having to be rescheduled a full refund will be made available to the client if the date to which the course has been rescheduled is inconvenient,
 - (iii) where the course delegate numbers fall to below 2 we will always offer the remaining delegate the option of one half day one-to-one tuition.