

Training Course Booking Form

Quality Management Systems Auditor/Lead Auditor

18th – 22nd October 2010

Cardiff



Company details:
Company:
Address:
Postcode:
Telephone:
Website:

Invoice address (if different):
Address:
Postcode:
Order No/Customer Ref: (Required before we can complete the booking)

Delegate(s) Name <i>(please use block capitals)</i>	Any Special Requirements <i>(dietary, mobility, etc.)</i>

Please register places at ~~£895~~ **£805.50*** per delegate + VAT = ~~£1051.63~~ **£946.47** (non-residential) and/or places at ~~£1295~~ **£1165.50*** per delegate + VAT = ~~£1521.63~~ **£1369.47** (residential DBB).

We enclose our cheque in the sum of £ made payable to Penarth Management Limited.

**Note that the early booking discount only applies to courses booked and paid for in full by 31st August 2010.*

Authorised by: <i>(Please use block capitals)</i>		Position:	
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By signing this booking form, I accept and agree to the Penarth Management Booking Terms and Conditions outlined overleaf.

Signed:		Date:	
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PLEASE NOTE BOOKINGS WILL NOT BE CONFIRMED UNLESS THE BOOKING FORM IS SIGNED AND DATED.
To guarantee your place, we need to receive your completed booking form within ten working days from the date you make the reservation.
If we do not receive your booking form, you may lose your reservation.

How to book	
	You can reserve a place on any course by phoning 029 2070 3328
	You may fax this form to us on 029 2070 0013
	You may scan this form and email to training@penarth.co.uk
	You may post this form to Penarth Management Limited, 5 Stangate House, Stanwell Road, Penarth CF64 2AA

TERMS AND CONDITIONS



Booking Conditions

Payments must be received prior to the start of the course. Once Penarth Management has received the booking form you are liable for the relevant fee or cancellation charge.

A completed booking form must be sent to Penarth Management to confirm any telephone reservation. We must receive this within ten working days from the date you make the reservation to guarantee the place.

Penarth Management reserves the right to cancel the course, for example, due to under-subscription. In such circumstances a full refund of course fees will be made or a free of charge transfer to another suitable course will be offered to the delegate. No responsibility is accepted for incidental or consequential loss resulting from such a cancellation.

We will not accept booking forms unless they have been signed and dated. Occasionally, due to circumstances beyond our control, alterations to timing and content of courses may become necessary. We therefore reserve the right to modify the course information or tutor.

We reserve the right to run programmes at a different venue from the one specified, when necessary. If this is the case we will tell you as soon as possible.

Cancellations

More than 28 working days before the course, no charge will be made.

14-28 working days before the course, 50% of the fee will be payable.

Less than 14 working days before the course, the whole fee will be payable.

Substitutions

May be made at any stage at no cost.

Transfers

Transfer to a subsequent date when the same course is running, subject to availability of places, will incur a standard fee of £25. If the transferee subsequently cancels, the original cancellation clause will apply. All changes requested verbally must be confirmed in writing, fax or e-mail. Changes will become effective on the date of receipt of written confirmation.

Privacy and Data Protection

We do not sell, trade or rent your personal information to others. We will add your details to our database to process your booking and so that we can keep you up to date with relevant details of our services.

If you do not want to receive any further information from us by post, phone or email, please contact us at judi@penarth.co.uk or call 029 2070 3328.