



Training Course Booking Form

Please fill in using block capitals, then fax: to +44(0) 1229 834 400 or email: training@tevaltd.co.uk

Contact Details

Booking Contact:

Company Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Course Details

Course Title: _____

Code: _____

Start Date: _____

Delegate Details

Delegate Name: _____

Job Title/Dept.: _____

Address (if different) _____

Any Dietary Requirements? _____

Is wheelchair access required? _____

Payment Details

Payment details are required 14 days before the course commences

* Purchase Order No: _____

* I enclose a cheque for: _____ (inc. VAT) made payable to T.E.V.A. Ltd.

* Please debit my mastercard/maestro/visa/visa electron/switch/solo/jcb card

Card No: _____

Security Digits (on reverse of card): _____

Expiry Date: _____

Card Holders Name: _____

Signature: _____

Date: _____

Terms & Conditions

If you need to cancel the course for any reason, you must do **so in writing 21 days** before the course start date. If you cancel or postpone after this date, cancellation fees will apply. If you fail to attend the course without prior notice, you will still be liable for the full course fee. Courses cancelled anytime up to 14 working days of the course start date - 25% of Standard Price. Courses cancelled within 14 working days of the course start date - 50% of Standard Price. Courses cancelled within 7 working days of the course start date - 100% of Standard Price. Standard courses re-scheduled at any time will be subject to an administration charge of £50. The course fee will be charged at the rate applicable to the new booking.

T.E.V.A. Ltd. reserves the right to cancel courses if insufficient bookings have been received. Delegates will be notified and an alternative date will be offered, or the course fee will be refunded in full. If a course has to be cancelled at the last moment, the fees will be refunded in total but T.E.V.A. Ltd. cannot be held liable for any other expenses incurred by delegates or their organisations due to cancellation.