

PART 1 – CONTACT DETAILS

Company Name:

Contact Name:

Company Address:

.....Post Code:

Telephone: Fax:

Email:

How did you hear about Interalia:

Purchase Order No/Ref:

Invoice Address (if different from above):

.....

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I have read and agree to Interalia's Terms and Conditions.
The delegates have read, understand and fully meet the pre-requisites required for each course booked.

Authorised by: Date:

Print Name: Position:

PART 2 – COURSE BOOKINGS

Course Title	Candidate Name	Cost
Sub Total:		
VAT @ 20%:		
Total Amount:		

Please continue on another sheet if necessary and provide any other information you feel relevant to candidates and/or bookings.

TERMS & CONDITIONS

The following Terms and Conditions apply to all courses booked with Interalia unless alternative Terms and Conditions have been agreed in writing.

Registration

A signed booking form must be completed in full and returned by post (or fax) to Interalia before commencement of training.

On receipt of a completed booking form Interalia will issue course attendance/induction instructions.

Substitution, Cancellation and Transfer

Delegates may be substituted on a Course, providing this is notified to Interalia in writing at least one week before the course (or before Course material and Student Registrations have been sent). The new delegate must meet all the published prerequisites of the course.

Written Notice of Cancellation or Transfer

11 – 20 working days: 50% of course fee due
0 – 10 working days: 100% of course fee due

Payment Terms

Unless otherwise agreed by Interalia in writing, all course fees must be paid in full before commencement of a course.

If funding has been approved, all vouchers and associated paperwork must be made available to Interalia before commencement of the course

Where Interalia has agreed, in writing, to a payment plan, all course fees must be paid in full before any external examinations can be undertaken.

Accepted Methods of Payment

Course fees can be paid by Cheque or BACS (Name and Invoice No. must be quoted as reference with all payments).

Cancellations and Changes to Courses by Interalia

Whilst Interalia will make all reasonable endeavours to ensure any Training Course for which bookings have been accepted is not cancelled, we reserve the right to cancel, change or re-schedule any course without prior notice.

If it becomes necessary for Interalia to cancel a course, irrespective of the amount of warning given attendees will be offered alternative dates.

If re-scheduled dates are not suitable Interalia will refund the cost of the booking in full. No other form of compensation will be given.