

# Training Booking FORM



## Delegate details:

## Invoice address:

<b>Name:</b>	<b>Address:</b>
<b>Job Title:</b>	
<b>Company:</b>	
<b>Tel:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
<b>Special dietary requirements:</b>	<b>Any other special requirements:</b>

Course	Dates	Cost
Please make cheques payable to Acre Training Ltd	<b>Sub total</b>	
	+ VAT	
	<b>TOTAL</b>	

## Credit card details:

<b>Name on card:</b>	<b>Switch issue no:</b>
<b>Card number:</b> /   /   /   /   /X/   /   /   /   /X/   /   /   /   /X/   /   /   /   /X/	
<b>Card type:</b>	<b>Valid from date:</b> <b>Expiry date</b>
<b>Last 3 numbers on signature strip (security number)   /   /   /   /</b>	
<b>All credit card payments subject to additional 3% transaction fee</b>	
<b>Signed:</b>	<b>Position:</b> <b>Date:</b>
<b>Order No:</b>	

By signing this booking form, I accept and agree to the Acre Training Terms and Conditions on the following page.

**PLEASE NOTE BOOKINGS WILL NOT BE CONFIRMED UNLESS THE BOOKING FORM IS SIGNED AND DATED**

Add VAT and Exam fees to all courses  
 Acre Training Limited, The Estate Office, 44 Ouchthorpe Lane, Outwood, Wakefield, West Yorkshire, WF1 3HS.

**T: 01924 824428**

[www.acretraining.co.uk](http://www.acretraining.co.uk)

## TERMS & CONDITIONS



### **Booking Conditions**

Payments must be received prior to the course. Once Acre Training has received the booking form you are liable for payment.

Acre Training reserves the rights to cancel the course, for example, due to under-subscription. In such circumstances a full refund of course fees will be made or a 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.

### **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 50% of the fee.

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.

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.