

# Open Course Booking Form:

## Course Timings

All full day courses start at 09:30 on the first day and finish at 16:30 on the last day.

Half day courses start at 09:30 and finish at 13:00.

## Open Course Information:

Our published fee includes all course materials, use of video and other training equipment as required.

Prepared key topic notes for delegates' future reference are provided.

The number of delegates attending each course is limited to ensure individual participation.

Programme fees include refreshments and (for full day courses) a two-course buffet style lunch.

If overnight accommodation is required we can provide information on local hotels.

## Reservations:

Bookings can be made using this booking form, or by telephone, letter, email or via our website. On receipt of your booking, a receipted tax invoice will be emailed out to cover VAT. Full confirmation and course instructions are sent via email to the delegate.

## VAT

VAT is charged at the current rate on all accounts. Reg. No. 335 3725 60

## Payment of Invoices:

Payment for invoices are due 14 working days before the start of the course (unless otherwise specified).

## Venues, Dates and Content:

All the information provided is correct at the time of production. We reserve the right to make changes should it be necessary.

## Cancellations and Transfers

Cancellations / transfers after places have been confirmed will incur an administrative charge of 15% of the course fee.

Cancellations and transfers within 14 working days of the course start cannot be accepted.

Substitutes can be made at any time without cost penalty.

**Tel:** 01608 644144

**Fax:** 01608 649680

**Web:** [www.spearhead-training.co.uk](http://www.spearhead-training.co.uk)

**E-mail:** [info@spearhead-training.co.uk](mailto:info@spearhead-training.co.uk)

After you have completed the required fields, please use the submit button (above) to email you booking to us.

### 1. Delegate's name:

Job title:

Course title:

Course date(s):

### 2. Delegate's name:

Job title:

Course title:

Course date(s):

### 3. Delegate's name:

Job title:

Course title:

Course date(s):

*(continue on new form if necessary)*

I would like to pay via:

BACs payment

Cheque

Credit / debit card *(we will email you your invoice which will contain a secure payment link).*

Purchase Order no: *(if required)*

## Booker's details:

Name:

Job title:

Company:

Company address:

Contact no:

E-mail address:

Notes: