



Course Booking Form

Course reservations will only be accepted upon receipt of this completed form. All bookings are subject to Safety Improvements and Training Ltd. terms and conditions which are detailed below.

Booking forms can be returned to Safety Improvements and Training Ltd, 33A Market Street, Stourbridge, West Midlands, DY8 1AB or by email to jane.ferguson@safetyimprovements.co.uk or faxed on 01384 373291.

I wish to reserve:

Course title	Delegate name	Cost per delegate	Start date	Course duration
Total booking fee		£ + VAT		

Company name:	Contact name:
Address:	Signature:
	Email:
Telephone number:	Order number:
Fax number:	Date:

Terms of Business

1. General

- i) In these conditions the seller means Safety Improvements and Training Ltd.
- ii) The buyer means the person/s or company with whom the seller contracts.
- iii) Any agreement made between the buyer and seller whether for the sale of goods and services, herein after called the contract, shall only be subject to these terms and conditions. Any representation or warranty by or on behalf of the seller prior to the contract whether orally or in writing is hereby expressly excluded and shall be of no effect. No agent or representative of the seller has any authority to vary or add to these terms and conditions except with the seller's confirmation in writing and signed by a Director, Safety Improvements and Training Ltd.

2. Catalogues and designs

- i) Any information of any kind found in the seller's catalogues, price lists, course calendar, advertising or any other literature including electronic and internet based, is not guaranteed to be accurate and is intended to merely represent a general picture of the seller's products and services, and shall not form any contract between the seller and buyer. The seller reserves the right to amend the specification of its products and services as appropriate or necessary.
- ii) Course literature is protected by copyright and can't be reproduced without express permission.
- iii) Where goods and services are supplied to the buyers own specification, the buyer warrants and undertakes full responsibility for the suitability and fitness of the specification and ensure that the specification does not infringe any patent, trademark, registered design, copyright or any other proprietary right and shall indemnify the seller in full for any loss, damage or expense whatsoever which the seller may incur in the performance of the contract.

3. Course Booking

- i) All course and or service bookings must be made on the course booking form. The form should be completed and the original should be returned to Safety Improvements and Training Ltd., 33A Market Street, Stourbridge, West Midlands, DY8 1AB.
- ii) Verbal bookings for courses and services can be accepted but will only become confirmed once the course booking form is received.

4. Cancellation, Transferring and Postponement

- i) Cancellations and postponements must be advised in writing. No agent or representative of the seller is authorised to accept verbal cancellation or postponement.
- ii) Where written notice of cancellation is received seven working days or less before the commencement of the course or service, the entire course fee is payable, unless a replacement delegate is nominated and attends the course.
- iii) Where written notice of cancellation is received more than seven working days before the commencement of the course or service Safety Improvements and Training Ltd. reserves the right to administer a charge of 50% of the course or service fee.
- iv) Written notice is required to transfer to another course; you can transfer only to courses in the current programme. If the new course costs more, please pay the difference before attending. Where received within seven days of original course a £25 administration fee is payable, prior to seven days no charge will be made to transfer to another course.
- v) The seller reserves the right to cancel any course or service at any time after giving written notice to the buyer.
- vi) The seller will acknowledge all cancellations and postponements prior to the commencement of the course or service.

5. Prices and Payment

- i) Prices charged will be agreed between the buyer and the seller and confirmed on the course booking form, which Safety Improvements and Training Ltd. will send to the buyer.
- ii) Unless mutually agreed payments for courses and service will be due at the time of the booking. Invoices will be issued at the time of booking confirmation. It is a condition of registration that the fee is payable in advance of the course date; payment is due a minimum of seven days prior to course commencement. Payment can be made by BACS (Sort code 30-98-21. Account number 01352218) or cheque, made payable to Safety Improvements and Training Limited.
- iii) Accredited courses may attract additional costs agreed at the time of booking.
- iv) All prices shown in the seller's catalogues, price lists, course calendar, advertising or any other literature, is exclusive of Value Added Tax at the prevailing rate at the time. Please ensure you check the current cost before placing an order.
- v) The seller will be entitled to suspend all further courses and services if the payment terms are not met. This will not in any way prejudice the seller's rights under the contract.
- vi) Service and course schedules are based on free and uninterrupted access to the site and equipment, any delays, due to any cause outside of the seller's control may be charged as an invoiced extra.