



Unit 9, Cefn Coed Parc, Natgarw, RCT
CF15 7QQ



PRIORITY BOOKING FORM

FAX BACK TO 01443 827 616

Course Title(s):			
Course Date(s):		Course Venue:	
DELEGATE(S) NAME	JOB TITLE	TEL.No.	EMAIL

Name: _____ Position: _____

Organisation: _____

Address: _____

Post Code: _____ Tel No.: _____

Email: _____ Purchase Order No. _____

Please reserve _____ place(s) on the course detailed above.

Preferred method of communication (tick one): Post Email (check email address above)

At the cost of: £ _____ (ex VAT) per person Total cost: £ _____ (ex VAT)

Total cost: £ _____ (Including VAT)

Please pay by cheque payable to: AMCAN Consultancy & Training Ltd

For BACS Payment quote the following to your bank: AMCAN Consultancy & Training Ltd

Bank Sort Code: 08 92 50 Bank Account No: 70495506 00

Please tell us how you heard about us: _____

Please advise us of any special dietary requirements or disability access: _____

Confirmation, delegate instructions and map location directions will be sent to you on receipt of this booking form.

Please note cancellation of this booking within ten working days of the course date will incur full course costs.

Completion and submission of this booking form is taken as your acceptance of our terms and conditions.
Please retain a copy for your records.

Terms & Conditions

By submitting your booking you are agreeing to:

1. The booking process

- **Bookings are taken by visiting www.amcantraining.co.uk and by downloading and completing the AMCAN Consultancy & Training booking, which should then be returned by fax, post or email.**
- **All relevant sections of the form need to be completed. Purchase orders alone cannot be accepted without a booking form.**
- **We do not accept provisional or telephone bookings.**
- We will confirm your place by your preferred method of contact, as specified on your booking form. You do not have a place until you have received confirmation and AMCAN Consultancy & Training are not responsible if your confirmation fails to arrive. If you have not received any correspondence 10 working days before the event, please contact us. If your chosen date is full, we will place you on a waiting list and contact you should a place become available or an extra date be organised.
- We will try and meet special access and dietary needs stated on the booking form, but we cannot guarantee to meet all requests.
- We will make such adjustments as are reasonable under the Disability Discrimination Act.

2. Payment process and adjustments to standard course fees

- Bookings for charged events will be invoiced to your organisation unless specified specifically by you.
- The price for charged events may be dependent on when the booking is received. In some instances, there is a standard fee and an early booking fee. See individual event advertising for further details.
- No refund will be possible if a late booking is cancelled.

3. Cancellations and transfers

- **Cancellations and transfers will only be accepted in writing by fax, post or email within appropriate timescales, as illustrated below. Working days are classed as Monday to Friday.**
- **The percentage of course fee refundable is final under any circumstances.**
- **If you fail to attend for any reason, you must pay the advertised fee in accordance with when your booking was received.**

Cancellation received by our training department prior to the course	% of course fee refundable
10+ working days	100%
0-9 working days	Nil

4. Cancellation of courses

- Please contact us before making any travel arrangements. We reserve the right to amend or cancel an event at any time without liability for travel or other costs incurred by the delegate. If you pre book travel tickets, we strongly recommend you take out travel insurance in case of cancellation.
- We will not refund the course fee or other costs should you book a course place in error and fail to provide adequate cancellation notice.