



Tender Training Course Booking Form

Please return by fax, e-mail or post

Invoice address

Company:

Address:

Postcode:

Email:

Telephone:

Fax:

Booking contact

Title:

First name:

Surname:

Delegate information

Title:

First name:

Surname:

Job title:

Mailing address:

Postcode:

Email:

Telephone:

Fax:

Dietary requirements:

Any other specific requirements:

Course details

Course title:

Course location:

Course date:



Payment (please indicate payment method)

Bookings will NOT be accepted unless accompanied by a cheque, or official purchase order number

I enclose a crossed cheque made payable to "B2B Quote Ltd"

Payment authorised by:

Position held:

Payment by invoice*

Order number (must be quoted)

* Invoices must be paid in full before the course date unless otherwise agreed

Payment by BACS

Bank details for BACS payment:

Sort code: 09-01-27

Account no: 44670962

Payment over the phone.

Call us and we can accept payment over the phone. (We only use your financial information for processing your order - this does not include the storage of financial data such as credit and debit card details; We do not store any financial information.

Signature:

Date:



Terms and conditions:

Completion and return of this form constitutes a contract between yourselves and B2B Quote Ltd.

All delegate fees are payable in advance of the course and we reserve the right to refuse admission if fees are not paid.

Fees are correct at time of publication but we reserve the right to alter fees at any time.

All fees quoted are exclusive of VAT, which must be paid in addition to the quoted fee, at invoice date, chargeable at the standard rate then in force.

We reserve the right to cancel or alter the dates of provision the course, the venue, and the individual or organisation providing the service. In the event of cancellation, bookings will normally be transferred to the next available course. B2B Quote Ltd will not be liable for any further compensation. If a booking is cancelled or transferred to a different course by the client the following fees will be payable:

NOTICE GIVEN	% OF FEE CREDITED ON CANCELLATION/TRANSFER
More than 28 days	100%
15 – 28 days	50%
0 – 14 days	0%

We reserve the right to charge a £30 administration fee for each cancellation / transfer.

Payments must be made in full 14 days before the course you are attending.

Cancellations must be received in writing by e-mail or fax and acknowledged by B2B Quote Ltd.

Telephone cancellations can be accepted but must be confirmed immediately in writing (by post, fax or e-mail).

Please do not hesitate to contact us if you are unsure about the meaning of any terms and conditions.