

# TRAINING AND DEVELOPMENT

## Training Course Booking Form

To complete this form **electronically** please tab to move to each new section to type in your details. Please save the document and attach to email and forward to [j.mennel@lifeenvironmental.com](mailto:j.mennel@lifeenvironmental.com)

### 1. Your Details:

Company Name

Address

Postcode

### 2. Course I Service Requirements:

Course Title

Dates

Location

Cost of Course I Service £

Life Quote Reference if Applicable

### Hard Copy:

To enroll on a Training Course please complete this form with purchase order and send it to: **Accounts, Life Environmental Services Ltd, Beza Road, Leeds, LS10 2BR**  
Tel: 0113 270 0775  
Fax: 0113 272 8030

How did you hear about LIFE?

(Please Tick)

Direct Mail

Life website

Telephone by Life

Other website

Recommendation

Other

### 3. Delegate Details:

Delegate Name(s) & Contact Numbers

Fax

E-Mail

Dates

Your Purchase Order Number

Cost of Course I Service £

Life Quote Reference if Applicable:

Do any of the delegates have any special dietary requirements?  No  Yes (Please give details below)

Do any of the delegates have any disability needs?  No  Yes (Please give details below)

### 4. Payment Details: (Please Tick for appropriate method:)

I enclose cheque for £ (All cheques are to be made payable to Life Environmental Services Ltd)

Please send invoice to the address above or provide alternative address below:

Authorised by: Name

Position

Please tick here and sign below to agree to the terms and conditions

Signature

Date

### Booking Terms:

- All contracts formed pursuant to a request for a place on a LIFE course made using this Booking Form shall be subject to our standard Terms & Conditions and the terms set out herein
- Where these terms conflict with our standard Terms & Conditions, these terms shall prevail.
- A Written Acknowledgement of Order and an invoice will be issued following receipt of a Booking Form and full payment must be made prior to the commencement or upon registration for the course, and in any case within 28 days of the date of the invoice, in order to secure the place.
- Joining Instructions will be forwarded prior to the commencement of the course.
- Once a Booking Form has been received we regret that the transfer of a booking to another event cannot be made but a substitute delegate will be accepted at any time.
- Cancellations must be in writing and are subject to the charges reflected in our Terms & Conditions on the reverse of this form. 100% fees are to be paid within 21 days of the course registration or start date.
- Transfers will be subject to the same charges as cancellations.
- LIFE reserves the right to alter the content, lecturers, timing and venue of the course for reasons beyond the control of LIFE.
- All courses are run subject to demand.

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“It is sometimes said in Life, that if you only accept the best, you will often get it”  
(W. Somerset Maughan)

## Training Course Booking Form

### Booking Terms and Conditions:

1. This Booking Form constitutes an offer by you when received by us and no contract shall exist until we have accepted your booking by confirming it in writing
2. These Terms & Conditions apply to all contracts to the exclusion of any other Terms & Conditions, except for any additional applicable terms and conditions contained in any quotation we have given to you
3. Payment of the price of the course is due on booking, in advance of the course being delivered. We will provide you with a VAT invoice following receipt of the payment. If we have agreed to accept payment after invoice, payment will be due 14 days from the date on the invoice or 7 days before the course date, whichever is the earlier. We reserve the right to charge interest and a fixed sum on overdue invoices at the rates applicable under the Late Payment of Commercial Debts (Interest) Act 1998 and the Late Payment of Commercial Debts Regulations 2002
4. Failure to pay any invoice when it falls due shall entitle us to suspend further work on any other order from you, without prejudice to any other right we may have. If you fail to adhere to the agreed payment terms, or genuine doubts arise as to your financial position, we reserve the right to suspend work on any order without liability until payment or satisfactory security for payment has been provided.
5. Places on our course may be limited and tendering payment does not ensure that your booking will be accepted. If the course is over-subscribed or we cannot accept your booking for any other reason we will refund your payment in full
6. In the event that an individual delegate named on the booking form cannot attend, we will accept substitution of another delegate on condition that written notification of the substitution has been received prior to the course date
7. We shall have the right to re-schedule courses and consultancy provision or vary the content as and when we deem it necessary to do so, at our discretion. In those circumstances we shall notify you as soon as reasonably practicable and within 7 days of receiving such notification from us, you have the right to cancel in writing and receive a full refund.
8. We shall have the right to cancel a course or consultancy provision without notice, and we shall not be liable in any way whatsoever if a course or consultancy does not take place.
9. We shall endeavour to accommodate any request for change of date in respect of in-house training, consultancy services or open courses, but where we agree, we shall treat your request as notice of cancellation. You will be required to pay the full price for the new date, and will receive a refund of the price for the original date only in accordance with the cancellations policy in Clause 10 below.
10. Cancellation by you must be in writing. The following refund will be made if you decide to cancel a course or services following booking:

Notice of period for cancellation I postponement	% of Price Payable	% Refund
28 days	50%	50%
21 days	75%	25%

Please note that no refund will be made if you cancel I postpone a course less than 21 days before the course date

11. Our Course presenters have no authority to advise on specific circumstances affecting your organisation and you should not rely on any comment made by a presenter without seeking specific advice from your own professional advisers
12. We may provide course notes, reports or other documentation including digital media such as CD-Roms, Memory Cards, which are for the sole use of the named delegates only. Such material may not be reproduced in whole or in part without our permission in writing
13. Course notes should not be relied upon as giving specific advice.
14. We reserve the right to retain certificates until full payment of invoices has been received.
15. To the extent permitted by law, neither we nor our presenters will be liable to you by reason of negligence, breach of contract or otherwise for any loss whatsoever occasioned to any person or persons acting, omitting to act, to refraining from acting in reliance upon, arising from or connected with any errors or omissions in course material or the presentation of any course.