Essential Management Skills Course

Booking Form

|  |  |
| --- | --- |
| **Your Name:** |  |
| **Your Job Title:** |  |
| **Your E-Mail:** |  |
| **Billing Company:** |  |
| **Billing Address:** |  |
| **Billing Postcode:** |  |
| **Billing E-Mail:** |  |
| **Company Telephone:** |  |
| **Company Fax Number:** |  |
| **Company Web Address:** |  |
| **Company Reg No:** | **Company VAT No: PO Number:** |

***I wish to book the following course(s):***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** | **Venue** | **Dates** | **No. Of Places** | **Price Per**  **Delegate** | **Total** |
| **Essential Management Skills** |  |  |  | **£495.00** |  |
| **CMI Accreditation**  **(Please DELETE if not required)** |  |  |  | **£49.00** |  |
|  |  |  |  | **Sub-Total** |  |
|  |  |  |  | **VAT @ 20%** |  |
|  |  |  |  | **TOTAL** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delegate Names** | **Job Title** | **Email Address** | **Mobile Number** | **Require Accommodation?** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Please mark an ‘X’ to confirm that you agree to MTD’s Terms & Conditions – (Overleaf)** |  |

|  |  |
| --- | --- |
| **Please indicate your preferred method of payment by underlining/highlighting one of the options below:** | |
| **INVOICE**  **(Sent to billing email)** |  |
| **ONLINE PAYMENT**  **(Via a secure online gateway. PLEASE DO NOT PUT CARD DETAILS ON THIS FORM)** |  |

**EMAIL YOUR BOOKING TO** [**bookings@mtdtraining.com**](mailto:bookings@mtdtraining.com)

**THANK YOU**

**MTD Training – Terms & Conditions**

1. **PAYMENTS:**   
   ***1.1*** The course fees will be due for payment 30 days from the invoice date or before the start of

The course - whichever is earliest.

***1.2*** Course Fees include lunch and refreshments throughout the day, but they do NOT include accommodation.

1. **SUBSTITUTIONS:** 
   1. You can have a substitute take the place of the booked/intended delegate – however, you must notify us in writing before the first day of the commencement of the course.
2. **CANCELLING YOUR BOOKING:** 
   1. You may cancel a booking and get a full refund without incurring any penalty, providing we receive your request, in writing, no later than 20 working days before the first day of the commencement of the course. Failure to notify us within this period will result in 100% of the course fee being due and therefore payable.
   2. If you are booked to attend a course and you either amend, cancel or fail to show up on the first day we will incur a £100.00 charge plus VAT to cover venue and printing costs.

1. **TRANSFERRING TO ANOTHER COURSE/DATE:** 
   1. You may transfer to another course **ONCE** without incurring any additional charges/penalties, providing you notify us no later than 7 working days before the first day of commencement of the course.
   2. Any request to transfer outside of this period will result in a £100.00 charge plus VAT administration fee. If you do transfer to another course the terms of the original invoice will still apply and therefore payable within 30 days from the date it was originally issued.
2. **COURSE POSTPONEMENTS:**
   1. In the unlikely event that we have to postpone, change a course location or date, we would make every effort to provide you the ‘customer’ with 2 weeks’ notice.
   2. If, for any reason, the customer is unable to attend a course we have relocated or changed the dates of, then we will credit 100% of any prepaid course fees which could be redeemed against a future course, or if requested, we will refund the course fee.
   3. However, we will not be liable for any other costs incurred including (for example) travel charges or any consequential damages, even if we were advised of them at the time of notifying you of the postponement of change of venue/date if we have given you at least 2 weeks’ notice prior to the date the event was due to take place.
3. **SECURITY:**

***6.1*** The customer agrees that all course participants will abide by whatever Health & Safety and security measures are in effect at the course venue.

1. **COPYRIGHT:**  
   ***7.1*** All copyrights, patents, designs and other intellectual property rights in, or relating to any

course materials provided or made available in connection with our courses remain the sole property of MTD Training.

***7.2*** No part of any course materials may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or translated into any language, without the prior written permission of MTD Training.