PLEASE AUTHORISE AND RETURN

Confirmation of Course Booking Reference 5559/13

Prepared 18 October 2021 by ████████████████████████████

Delegate	Course	Commences	Duration	Price
1	MOST x 7 delegates	13th Dec 2021	5 days	████
2				
3				
4				
5				

		Total	**£8,640.00**
			plus VAT

		Total invoice	**£8,640.00**
			plus VAT

Booking confirmed by

███████████
███████████

please complete company name and invoice address if different

....

....

....

....

postcode .... tel ....

Payment terms – we accept the terms overleaf and that payment is due before the course commences

Please state your **Purchase Order** number here   ....

Authorised by   Name   ████████.................................

Signature ████████............................ Date 2.10.2021

Credit card authorisation

I authorise payment by the following card and expect to receive an invoice in due course

Card type	
Card number	_ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _
Issue date	Address card is registered to:

OFFICIAL

Expiry date	
Cardholder	
Security Code	

SG Scott-Grant
for improved productivity

Details of our payment terms

1   Please pay our invoice before the course begins and within 21 days of the invoice date.

2   Examination results, certification, videos, DVDs, stopwatches, study boards or other goods cannot be supplied until your payment is received.

Details of our booking conditions
Receipt by us of your signed Confirmation of Course Booking form constitutes a firm order for our services and the following conditions apply to any changes made to that order.

1   Substitution
You may substitute a delegate at no additional cost provided that you give us two working days' written notice and you have paid our invoice within our terms, otherwise a 20% fee will apply.

2   Transfer to a different course or date
a) You may transfer a confirmed course booking without any additional cost provided that you give us 14 days' notice and you have paid our original invoice within our terms, otherwise a 20% course transfer fee will apply.

b) The option to transfer can only be used once, after which we must treat your non-attendance as a cancellation.

3   Cancellation or postponement of a course booking
a) If you have to cancel an open course booking the following charges apply according to how much written notice we receive

–   more than 21 days before the course start date - you receive full credit
–   less than 21 days but more than 7 days - you receive 50% credit
–   less than 7 days - your fee is payable in full

  b) If you have to cancel or postpone an in-company course booking, once your booking is confirmed, 50% of the course fee will be payable.

Please note: We reserve the right to change or cancel any dates on any course due to circumstances beyond our control and will advise you as soon as possible.

How to pay

Payments by BACS or direct credit to

OFFICIAL

Remittance advices or cheques payable to Scott-Grant Limited should be sent to:

██

Payment by credit card is also possible. Please call us on ███████████████ for details.

SGT 12.15