

**PLEASE AUTHORISE AND RETURN**

 Prepared **18 October 2021** by [REDACTED]

**Confirmation of Course Booking Reference 5559/13**

Delegate	Course	Commences	Duration	Price
1 [REDACTED]	Module 1	1 <sup>st</sup> Nov 2021	5 days	[REDACTED]
2 [REDACTED]	Module 1	29 <sup>th</sup> Nov 2021	5 days	[REDACTED]
3				
4				
IMS Membership – 5 year Affiliate – [REDACTED]				[REDACTED]
<b>Total</b>				<b>£2,610.00 plus VAT</b>

**Booking confirmed by**

[REDACTED]

please complete company name 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 [REDACTED] .....

Signature [REDACTED] ..... Date 22.10.2021

**Alternative credit card authorisation**

Card type			
Card number	_ _ _ _ - _ _ _ - _ _ _ - _ _ _		
Issue date		Address card is registered to:	
Expiry date			
Cardholder			
Security Code			

### **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**

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Payment by credit card is also possible. Please call us on [REDACTED] for details.

