

Inspiring Learning, Enriching Lives, Delivering Success

Freephone: 0800 013 2544 www.nptcgroup.ac.uk





COURSE BOOKING FORM

CLIENT DETAILS					
Company/Name:					
Address:					
	Post Code:				
Contact Name:	Telephone:				
E-mail:	Fax:				
2 DELEGATE DETAILS	4 PAYMENT DETAILS				
Number of Delegates:	I wish to pay by: Invoice ☐ Credit card ☐ SFI ☐ (Fill in section 5) (Fill in section 6) SDF ☐ Upskilling@Work ☐				
Delegate Names:	5 INVOICE AGREEMENT				
1 Date of Birth:	I acknowledge that I have checked the details shown and confirm that they are correct. I wish to proceed with the				
2 Date of Birth:	booking and place this order subject to NPTC Group of Colleges Terms and Conditions. This order takes precedence				
3 Date of Birth:	over any other previous agreement.				
4 Date of Birth:	Company Details for invoicing purposes:				
5 Date of Birth:					
6 Date of Birth:	Purchase Order Number:				
7 Date of Birth:	Authorised by:				
8 Date of Birth:	Name (Please Print):				
9 Date of Birth:	6 DEBIT/CREDIT CARD Please provide us with contact information so that we can contact				
10 Date of Birth:	you to take payment over the phone.				
	Name:				
3 COURSE DETAILS	Telephone Number:				
Course:	Name on Card:				
Data(a):	Sum to be debited:				
Date(s):	Signed:				
Venue:	Comments (Please let us know if you would like us to contact you at				
Cost:	a specific time or date):				
Quote Ref:					

Unless we receive the form and your payment details, we will be unable to book you on to the course.

TERMS AND CONDITIONS

- 1. Payment terms are 30 days.
- 2. Cancellation by the client will be charged as follows:
- Up to 15 days prior to the commencement of course 25% of total course fee.
- Up to 10 days prior to the commencement of the course 50% of total course fee.
- Less than 5 days prior to commencement of course 75% of total course fee.
- On the day of the course 100% of the total course fee.
- 3. Alterations to the booking details by the client may result in a surcharge.
- Requests for postponement of the booking must be made in writing as soon as possible and clients will automatically become liable to a 10% rearrangement/ administration fee.
- Where course delivery is on the client's premises, NPTC Group of Colleges will not accept liability for loss or damage to the client's equipment or property.
- NPTC Group of Colleges reserves the right to alter, postpone or cancel the course under extreme conditions. Should this become necessary, clients will be entitled to a full refund of any monies already paid.

OFFICE USE ONLY

Payment Taken By: Print Name: Authorisation Code:

	Code		Project Code:				:	£	
	В	С	1	2		0	2	3	:
									: