

Training Course Booking Form

Return To:	ELMS Course Administrator	Post	Blackwell Meadows Grange Road Darlington Co Durham DL1 5NR
	Return by fax or post		
Tel	01325 243823	FAX	01325 359333

Company Name & Address:		Invoice Address (if different):	
Post Code:		Post Code:	
Tel No:		Tel No:	
email:			

Authorisation By:		Purchase Order Number:	
Authorised Signature:		Date:	

You can check the availability by contacting us directly with the course dates you would prefer.

I wish to make the following reservations in accordance with the stated Terms and Conditions, which can be accessed from our web site www.elms-associates.com.

Course Title:
Course Date:
Cost per Candidate: £ Vat is added at standard rate to all course fees
Candidate Names: _____ _____

Course information and joining instructions will be forwarded approximately 2 weeks prior to the course.

Request Payment By Invoice: BACS <input type="checkbox"/>	Or	Cheque <input type="checkbox"/>
Banking Details – Lloyds TSB, Skinnergate Darlington Sort Code - 30.92.52 Account No - 02257552		Made Payable to ELMS Associates Ltd

The following Terms and Conditions apply for the provision of Training by ELMS Associates Ltd:

Terms & Conditions

1. Fees are inclusive of registration with the awarding body.
2. Confirmation of your booking will be sent by email or post once we received a completed Training Course Booking Form.
3. Payments for all courses are required 28 days of receipt of the invoice.
4. Overdue payments will incur (at our discretion) an interest charge of 8% over current bank base rate, while the invoice remains outstanding.
5. Cancellation or transfers are required in writing.
6. Where ELMS Associates Limited has provided a bespoke course to a client, the course may be re-scheduled by the client if at least 20 working days notice is given.
7. On the rare occasion that ELMS Associates Limited are forced to cancel a training course or event, as much notice as possible will be given and the client will be offered an alternative date or a full refund.
8. ELMS Associates Limited reserves the right to cancel or re-schedule any course due to an insufficient number of delegates.
9. ELMS Associates Limited accepts no liability, other than that which cannot be excluded by law, for personal injury or to property incurred as a result of training being delivered on the Client's site.
10. For training on the Client's site, all their equipment and software will be maintained by the client. ELMS Associates Limited accepts no responsibility for any system failure whilst on the Clients site.
11. Any candidate incurring additional costs with the Hotel must settle their own accounts.

Cancellation Policy

12. There will be a time when you are unable to attend a course or seminar, and we would ask you to let us know as soon as possible in writing if you have to cancel. Substitute delegates are always welcome, if someone is attending in your place we require written details.
13. ELMS Associates Limited regrets that the total cost of the course will be charge on cancellations, for any reason on course bookings, received one week before the course start date. In exceptional circumstances we would consider a re-booking on the next available course.
14. Cancellation made between two weeks and one week before the course will be charged 50% of the total cost.
15. Notification required in writing can be sent by post, fax or email
- elms@elms-associates.com