

# Training Course Booking Form

Name:

Company Name & Address:  Invoice address if different:

Telephone:  Mobile:

Fax:

Email:

Course Required:

Date of Course:

Course Duration:  Day(s)

Course Location:

## Payment Details:

Purchase Order Number:

Course Fee(s): £  X  No. Delegates

Course Fee(s): (Total) £

Exam Fee(s): £  X  No. Delegates

Exam Fee(s): (Total) £

**GRAND TOTAL PAYABLE** £

## Card Payment:

Card Type:

Card Number:

Expiry Date:

Issue Number:  Switch Only

Verification Number:  3 last digits on rear of card

Name as it appears on card:

## Billing Address:

Please note that all course details, directions to training venue and other important course information will be sent following receipt of full payment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return forms with payment to: mhl support ltd, Brunswick Court, Brunswick Street, Newcastle under Lyme, Staffordshire, ST5 1HH



# Delegate Information & Special Requirements

Company Name (if applicable):

Delegate Name:	Date of Birth:	National Insurance No:	Special Requirements:
1.			Vegetarian, allergies, Disabled access required etc.
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**mhl Consultant  
Signature:** .....

**Authority  
Signature:** .....

## Terms and Conditions of your booking:

Payment Methods: (How to pay)

Invoice, Cash, Cheque, Credit & Debit Cards

Cheques should be made to:  
"mhl support ltd"

**We accept all major cards except Diners and Amex**

Course fees must be paid for in advance of the training course to confirm the delegate reservation. Telephone bookings will be cancelled if either fax or e-mail confirmation is not received within 24 hrs of booking being taken. Payment for the course, if paying by credit or debit card, will be debited 4 weeks prior to the course date, or immediately, if you are booking a training course within 4 weeks of the start date. Confirmation of your reservation and any required pre-course reading literature will be forwarded upon receipt of full payment.

### Cancellation / Postponement / Transfer

Written notification of cancellation / postponement must be made a minimum of 4 weeks before the course date. Failure to do this will result in the outstanding course fee being payable in full. In the event of late notification, an administration fee of £30+ VAT will be payable to transfer delegates to alternative dates.

*We will endeavour to meet any requirements you may have; however there may be occasions when some requirements cannot be met. We will inform you of any such circumstances prior to your course commencing.*

