



First Floor, Olympus House, Werrington Centre, Peterborough, PE4 6NA
t 0845 450 6110 f 0870 855 5321 e enquiries@focus-on-training.co.uk www.focus-on-training.co.uk

Course Booking Form

Remember – booking on line is usually faster and more convenient

Three Steps to Book your Training Course

Step 1 Submit this Booking Form to Focus by Fax (0870 855 5321) or by Post

- We'll check course availability and reserve a provisional place
- We will advise you when we have done so

Step 2 Payment (options are shown on the form below)

Payment by Credit/Debit Card

- Please call our offices between 09.00 and 17.00

Payment by Bank Transfer

- We'll email our bank details so that you or your employer can organise payment

Deferred Payment by your Employer

- We can accept a Purchase Order or a faxed copy of your funding approval. Please note that Focus will carry out a credit rating check on organisations using this option, and reserve the right to request an alternative form of payment
-

Step 3 Confirmed Booking

- Once payment is received we will confirm your place on the course, send you your joining instructions and (where relevant) forward any pre-course material

COURSE DETAILS			
Course Title			
Start Date		Duration	
Location		Price (Excl VAT)	

DELEGATE DETAILS	
Title	
First Name	
Surname	
Tel No	
Email	
Fax	
Mobile	



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DELEGATE DETAILS - Continued	
Delivery Address for any Pre-Course Material	
Name	
Address 1	
Address 2	
Address 3	
City	
Post Code	
Special Needs – or Other Comments:	

PAYMENT METHOD (Please select from these three options)	
Credit/Debit Card	
Bank Transfer	
Purchase Order (Please enter PO Number)	

COMPANY DETAILS	
Company Name	
Address 1	
Address 2	
Address 3	
City	
Post Code	
Country	
Accounts Dept Contact	
Accounts Tel No	

I confirm that I have read and agree with the Focus Terms and Conditions (see below)	
SIGNATURE	
DATE	



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Payment Terms

Payment by cheque, credit card, debit card or bank transfer is required no later than 25 working days before the course start date. Special arrangements may be agreed in the case of late bookings or company payments.

All bookings are provisional until full payment is received or alternative arrangements agreed in writing.

Please make cheques payable to "Focus on Training"

Bank Details

Bank Name:	NatWest	Account Name:	Focus on Training
Sort Code:	54-21-38	Account No:	28728300

VAT

All course fees are subject to VAT at the prevailing rate.

Cancellations

For cancellations by the customer more than 25 working days prior to the course 80% of the course fee will be refunded. For cancellations 16 to 25 days prior to the course 50% will be refunded. For cancellations within 15 working days of the course no refund is possible.

Focus reserves the right to cancel any course if necessary. In this case we will fully refund the course fee but will not be liable for any travel, accommodation or other costs already incurred by the customer.

Substitutions and Transfers

We will endeavour to accommodate requests to substitute delegates or to transfer a delegate to another course if received at least 15 working days before the start of the course. The delegate must satisfy the pre-requisites for the course. An administration fee is payable.

Please refer to the Focus website for our full Terms and Conditions

www.focus-on-training.co.uk