

Booking Form

Booking Form: Please Fill In the Details Below, photocopy & fax / post to ACT Associates

Delegate Details

Title & Name
Job Title
Company Name

Address

Tel
Fax
E-mail

Home Address:

Date of birth: / / [Required ref NEBOSH bookings on]

Please send me products updates by e-mail YES NO
I understand that this booking is made subject to the administration (terms & conditions) set out in this leaflet.

Purchase Order No.
Authorised Signature

If you are unable to provide a signature then please print your name to confirm T&C's.

Joining Instructions to be sent to: delegate YES NO OR

Title, First Name, Surname:

Job Title

Address as above: COMPANY / HOME [Please indicate preferred option]

OR advised

Administration (Terms and Conditions):

Initial Reservation: By telephone on +44 (0) 1384 447915 but must be confirmed in writing by post, or fax on +44 (0) 1384 442533 OR e-mail actsales@actassociates.co.uk. (Provisional bookings are held for 3 days only). All course costs are correct at time of going to print; please ensure that you check the current cost before placing an order.

Registration: It is a condition of registration that the fee is payable in advance of the course start date. To register, please send a copy of this completed booking form, for the attention of the ACT Enquiry Team. Cheques should be made payable to ACT Associates Ltd. On receipt of payment, a VAT receipted invoice will be sent with confirmation of registration. Alternatively, an invoice will be raised (your purchase order no. must always be given).

Course Fees: Fees include tuition, documentation, refreshments and lunch, but not overnight accommodation. (We offer discounts for organisations booking more than one delegate onto the same course at the same time - contact the ACT Enquiry Team for details).

Joining instructions In advance of the course start date.

Payment Terms: Invoice terms of payment will be 14 days from date of invoice or payment 45 days prior to course commencement, if within the 45 day cancellation period immediate payment will be required or refusal for ordered goods or delegate to attend may occur. Ensure all purchase orders raised to ACT state our terms of payment to reduce risk of order refusal, ACT does not conform to customer's company terms of payment and purchasing our products legally ties you in to our terms of business. If a stage pay agreement is made the dates and figures agreed will be clearly stated on your invoices for reference and will need to be paid on time. If the invoices are not paid within our payment terms you will risk action being taken against you in court.

Office use only:
Booked on system
Invoice No. LB1/.....
Joining Instructions

[VAT No. GB 547-6106-38 / Comp Reg No. 2606201.]

Order Details

Title/Code:

Course Start Date: / /

Fees (Please include VAT, Awarding Body Fees or & P&P if applicable)

Payment Details

Payment by credit/debit card: Visa / Mastercard / Switch / Solo (+3% charge)

Card No.

Start Date / Exp Date / Issue No.

Security Code No. (3 digit)

Payment by Cheque: I enclose a cheque for £
Made payable to ACT Associates Limited.

Payment by BACS: I have instructed my bank to transfer £
To ACT Associates Limited, Lloyds TSB, Kidderminster, 30-94-70
00994333

Invoice Required: YES NO

Address for invoice (if different from delegates details):

Title & Name
Job Title
Company Name
Address

Tel

Cancellation: Cancellation charges relating to bookings are taken from the date of receipt of written cancellation. A part refund of fees (less a 10% cancellation fee to cover costs) will only be made for written cancellations received at least 45 days prior to the start of the course. We regret that refunds cannot be made during the 45 day period but you may send a substitute delegate (subject to their successful application). Failure to attend will be treated as a cancellation.

Transfers may be requested, but will be made at the discretion of ACT and subject to the same terms as cancellations. The request for transfer must be in writing. If received at least 45 days prior to the start date of the course a 10% transfer fee is liable. For transfers within 45 days prior to the course start date, a full fee is payable. The course information is correct at the time of going to print. However, we reserve the right to alter or cancel the event due to circumstances beyond our control. ACT accept no responsibility for accommodation costs should an event be cancelled as any accommodation is booked directly by you and at your own risk (cancellable rate recommended).
NEBOSH Exam Centre: ACT is a registered NEBOSH Examination Centre open to external candidates and re-sits (Admin/Invigilation Fee + VAT + NEBOSH fees apply).

Venues: Quality locations are used to enable delegates to attend on a residential or non-residential basis.

Note: It may be necessary for reasons beyond the control of ACT Associates Ltd to change the content and timing of the programme, the speakers or the venue. This does not affect your statutory rights.

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