

Group Booking Form

Enquiries: 0844 8002722

FAX BACK TO: 01209 719561

OR POST TO: Race Court, Treswithian,
Camborne, Cornwall TR14 0PU

Please photocopy this form if required



Vitality ² develop business

BLOCK CAPITAL LETTERS PLEASE	Course Date	Cost
Course Title:	/ /	£
Qualification Title:	/ /	£
Total Cost of Contract		£

Group's Details

Organisation: _____ Contact Name: _____

Address: _____

Post Code: _____

Telephone: _____ Fax: _____ E-mail: _____

List of Attendees

1.	4.	7.
2.	5.	8.
3.	6.	9.

Additional Requirements

Please contact us to discuss any particular needs, or use the space below to inform us of any special dietary and/or physical/sensory requirements you may have:

Supplementary Information

Venue: _____

Other Information: _____

Payment Details

Option (1) Cheque enclosed for £ _____ Made payable to **Vi²dus Limited**

Option (2) Please charge my credit card/debit card + 2% admin fee

Visa Mastercard Maestro Eurocard Delta Switch

Card number: _____

Expiry Date: _____ / _____ / _____ Issue No: _____ Security Code: _____
(Last 3 digits on the back of the card)

Cardholders Name: _____ Cardholders Signature: _____

Address _____

Post Code: _____

Option (3) Please give the name and address to which the invoice should be sent, if different from the above
(Note: Full payment of invoice is required 7 days prior to the course commencement)

Invoice Name: _____

Invoice Address _____

Post Code: _____

Telephone: _____ Purchase order number, if applicable: _____

- Option (4)** You may pay for course/qualification fees by BACS transfer: When paying please quote your name as the reference.

Sort Code: 40 36 13
Bank: HSBC Bank plc
Account No: 71473263

Please tick box if making a payment by BACS

Your payment reference:

Official Use Only

BACS Receipt:

Reference:

Date:

I agree to abide by the booking conditions set out attached
Authorising/Participant's signature:

_____ Date: / /

Official Use Only

Customer Ref:

Purchase O/N:

Invoice:

Booking Conditions

General Conditions

- Places are limited on all courses and places are allocated on a strictly first come, first served basis.
- On receipt of the booking form, or when the course has been confirmed as proceeding, a confirmation will be sent by e-mail, fax or post advising of the date, time, location and details of the course.
- If confirmation of booking is not received one week before the course, please telephone to ensure the booking form has been received. Variable postal conditions might delay receipt of application or joining instructions.
- In most cases refreshments will be provided. Lunch is not included unless stated in the booking confirmation.
- Travel and subsistence costs incurred by **Vi²dus** will be negotiated with the customer on an individual basis

Payment terms

Payment details must be completed on the booking form. Payment in full will be made prior to the course commencement

There are 4 payment options

- Option 1
Complete Option 1 section of booking form, enclosing a cheque for the full amount (made payable to Vi²dus Limited).
- Option 2
Complete Option 2 section of booking form detailing debit/credit card details.
- Option 3
Complete option 3 section of booking form with full invoice details.
- Option 4
Tick box in option 4 section of booking form and detail reference used for BAC payments.

Cancellations

- Cancellations received with more than 30 days notice before the start of the course will receive a refund less 25% administration fee.
- Cancellation received within 30 days notice before the start of the course no refund is payable.
- If the participant fails to attend the course no refund is payable.
- We reserve the right to cancel, or make changes to any course without prior notice.
- In the event of our cancelling or postponing a course, our liability will be limited to setting an alternative date agreed by both parties or a full refund of the amount paid.