

BOOKING FORM



ISO 2200 Auditor/ Lead Auditor Training Course

13th to 17th July 2020

Harben House Hotel, Milton Keynes

CQI / IRCA certified (CQI / IRCA Course Certification number 2207 - PR 368)

Information required	Complete details here
Company name and job title (unless booking as a private individual) Delegate name (as you would like it to appear on the course certificate) Delegate address (this can be a work or home address, but should be the address to which you would like the course certificate sent)	
Delegate contact telephone number	
Delegate email address	
Please list any special dietary or other essential requirements	
Delegates are advised to give an emergency contact name and number in case of illness etc.	
Please tick payment method, as appropriate. Payment amount is £1495 plus VAT at the prevailing rate. Cheques should be made payable to Ley Hill Solutions Ltd. Please give purchase order number, if appropriate	Payment by enclosed cheque <input type="checkbox"/> Payment on invoice <input type="checkbox"/> Purchase order number <input type="text"/>
Name and address to which invoice should be sent, if different from above	
Telephone number for payment enquiries	
Please sign to say you agree to the terms and conditions shown on Page 2 of this booking form	Name (in block capitals): Signature:

BOOKING FORM

Terms and Conditions

1. These terms and conditions relate to the Ley Hill Solutions ISO 22000 Lead Auditor training taking place at Harben House Hotel, near Milton Keynes from the 13th to the 17th July 2020.
2. In the case of an invoice being required, this will be sent on immediate receipt of the booking form and payment details and terms will be included on the invoice. Usual terms are payment within 28 days of the date of invoice, but in the case of late booking, the payment period may be shorter and for very late bookings (i.e. less than 28 days before the course commencement) immediate payment may be requested.
3. All bookings shall be deemed to be provisional from receipt of the booking form until such time as full payment is received - in the case of payment by cheque, payment is not deemed to be received until the cheque has cleared.
4. Provisional bookings are subject to cancellation by Ley Hill Solutions at any time and no delegate may attend the course if payment has not been received by Friday the 10th July
5. Once payment is received, the booking shall be deemed to be a confirmed booking and the delegate's place on the course cannot be cancelled by Ley Hill Solutions, except under the terms stated in 8. below.
6. Where delegates are subsequently unable to attend the course, a colleague may attend in their place without any additional administration charge.
7. Where delegates cancel their booking, there will be a cancellation charge as follows:-
 - For cancellations more than 90 days before the event, a full refund will be given
 - For cancellations 61-90 days before the event a 75% refund will be given
 - For cancellations 31-60 days before the event a 50% refund will be given
 - For cancellations 15-30 days before the event a 25% refund will be given
 - For cancellations less than 15 days before the event no refund will be given, although another delegate may be substituted (see 6. above)
8. Ley Hill Solutions reserves the right to cancel the course due to it being under-subscribed or for reason of any circumstances that cannot reasonably be expected to have been foreseen. However, if this becomes necessary, a full refund will be given.

Please initial to confirm you agree to the terms and conditions shown on this page	
--	--

If you would like to make a booking please print this form, complete Page 1, sign Page1 and initial Page 2 where indicated to show you agree to these terms and conditions. Then post both pages to the address below or scan and email them to us.

Email address: carol.newcombe@leyhill.com

Postal address: ISO 22000 Lead Auditor Training, Ley Hill Solutions Ltd., 9 Cheyne Walk, CHESHAM, Bucks HP5 1AY