

Training Booking Request

Company Name, Address & Contact name		email	
		Telephone number(s)	
		Fax Number	
Course Reference	Course Title		Date
Participants			
First Name	Last Name	Dietary Requirements	

Please return this Request to Hartridge via post, fax +44 (0)1280 825601 or email support@hartridge.com
Safety Footwear with steel toe caps is mandatory, please bring these with you or alert Hartridge in advance with your UK shoe size

Terms & Conditions

Hartridge will assess the skill level & experience of participants against pre requisites to ensure a course is wholly appropriate
Receipt by Hartridge of a Training Booking Request is not confirmation of acceptance to a course
Please do not make arrangements until written confirmation of participant acceptance is received from Hartridge
Dates and agenda are dedicated to these courses. Scheduled courses can not be altered to individual needs.
Hartridge will be pleased to provide a quotation for any scheduled courses or adhoc training requirements in the UK or internationally
Please wear comfortable clothing that is safe in close proximity to operating benches
Other PPE will be provided whilst onsite eg Jackets, Safety Glasses, Gloves, Ear Defenders, Masks when necessary
Scheduled Courses are held at the Hartridge Training Centre in Buckingham, UK
Max. 8 participants per course
Places are allocated on a first come first served basis
Courses & Course Materials are provided in English language
Other languages or translators are available, extra costs maybe required
Please notify Hartridge at the time of booking of any disability needs we can help with
Course times - 8.30am to 4.30pm Monday to Friday (8.30am to 12.30pm Friday)
During the course Hartridge provides a light lunches, refreshments & transfer between a local hotel and Hartridge
The course price excludes all other expenses such as flights, airport transfers, accommodation & subsistence
Hartridge can help with local accommodation bookings & airport transfers, invoiced at cost plus 5%
Hartridge reserve the right to modify the dates of the courses at anytime - Delegates will be informed
In the event of the necessity to reschedule a course, Delegates will be given a minimum of 2 weeks notice
A completed Booking Request and Purchase Order will be required before bookings can be confirmed
Bookings will only be accepted on credit terms if accounts show debts are within agreed limits
If the quotation requests advance payment, the booking is not confirmed until payment is received
Any booking accepted will be subject to Hartridge Terms and Conditions of Sale
These Terms and Conditions are in addition to any special offer terms and conditions that may be available at any time

Cancellation Policy

To cover associated costs: If a participant cancels attendance within 2 weeks of the start date of a training course 75% of the course will still be invoiced, If cancelled within 3 weeks 50% of the course will still be invoiced, If cancelled within 4 weeks 25% will still be invoiced, however, if cancelled in excess of 4 weeks or more before the start date of the course there is no charge

Customer Signature	Print Name	Date	Purchase Order Ref.