

# CARDIUM

First Aid Training

# BOOKING FORM

Hillside Cottage, Oggscastle Road, Dunsyre

South Lanarkshire, ML11 8NF

Tel: 01899 810331

Mobile: 07988695419

Email: info@cardiumfirstaid.co.uk

**Company Name / Department :**

|                 |  |          |  |
|-----------------|--|----------|--|
| Contact Name :  |  | Date :   |  |
| Address :       |  |          |  |
| Post Code :     |  | Tel :    |  |
| Email Address : |  | Mobile : |  |

Will the Course be delivered at this address? If not, please state below :

|  |
|--|
|  |
|  |

**Name of Course applying for :**

**Date of Intended Course :**

Invoice Address :

Purchase Order No :

Finance Department email Address :

**Delegates Names :**

|   |  |    |  |
|---|--|----|--|
| 1 |  | 7  |  |
| 2 |  | 8  |  |
| 3 |  | 9  |  |
| 4 |  | 10 |  |
| 5 |  | 11 |  |
| 6 |  | 12 |  |
|   |  |    |  |

## TERMS & CONDITIONS

### Booking Arrangements :

Please complete the Booking form and email or post it to us. We will contact you to confirm available dates. Bookings can also be made by telephone, but should be confirmed by letter.

### Payments :

Payment for group bookings is on receipt of the final invoice, Terms strictly 14 days from dispatch of the invoice. Individual students should pay in full when booking. This acts as confirmation of booking. Payment to be made by cheque or cash only.

### Cancellation by Client :

Courses cancelled, in writing, by the client become liable for the following charges:

- |                              |                   |                                 |                     |
|------------------------------|-------------------|---------------------------------|---------------------|
| • 21 days or more notice.... | Full refund       | • Less than 7 days notice....   | 75% of total cost   |
| • 14 days or more notice.... | 25% of total cost | • Less than 36 hours notice.... | Full amount payable |
| • 7 days or more notice....  | 50% of total cost |                                 |                     |

### Candidate Substitution :

Clients may substitute candidates for the course at any time prior to the course commencing

### Refreshments :

The cost of lunch and refreshments is not included in the cost of the course.

### Course Literature :

Printed course notes are included in the course fees.

|                    |  |               |
|--------------------|--|---------------|
| <b>Name :</b>      |  |               |
| <b>Signature :</b> |  | <b>Date :</b> |