



BOOKING FORM

Course Title	Ethical Trading Workshop		Code	ETW
Venue			Date(s)	
DELEGATE DETAILS				
Title		Forename		Surname
Position				
Company				
Address				
			Postcode	
Email				
Telephone			Mobile	
Nature of business			For Emergency Contact and text reminder ONLY	
PAYMENT DETAILS (Bookings are made and accepted subject to Verner Wheelock terms and conditions)				
Total Payment (Course Fee + VAT)	£370 or 2 for £650 +VAT		Order No.	
Please Invoice Name & Email Address				
Shall we send an accommodation guide?			Do you require disabled access?	
Is there anything that you feel we might need to know which may affect your ability to complete the training course, or which means you might need extra support from us (e.g. limited sight or hearing, understanding of English, dyslexia?) Please state:				
Any special dietary requirements?			English as a second language:	

Confirmation will be sent on receipt of this form and course information will follow approximately 2 weeks before the course.

The fee includes:

Course refreshments, lunches, course folders and notes, where applicable exam fees, and certificate.

Overnight accommodation is NOT included unless specified.

Conditions of Booking

Payment terms

Credit accounts are available subject to completion of a credit agreement and credit checks.

Companies: All courses MUST be paid for 21 days prior to the start of the course where credit agreed.

Individuals: All courses must be paid for at the time of booking

Once the booking form has been received by Verner Wheelock Associates Ltd, you are liable for payment. If you are unable to attend you may substitute at any time but cancellations cannot normally be made. See separate Terms & Conditions provided.

I HAVE READ AND AGREE TO THE CONDITIONS OF BOOKING Please mark X

I AM HAPPY TO BE CONTACTED ABOUT NEW COURSES AND OFFERS Please mark X

Authorised signature

Name (printed)

Position

Please note: It may be necessary, for reasons beyond our control, to alter the content, programme or course tutors.

EMAIL FORM TO: office@vwa.co.uk

INV. NO.		INV. SENT		W/B		P-C SENT		ACT	
----------	--	-----------	--	-----	--	----------	--	-----	--