

## BOOKING FORM

Course Title	Trainer Skills Refresher	Code	TSR
Venue	Face to Face	Course Date	
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)		Order No.	
Notes:			
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 (face to face only), 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

Date

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](mailto:office@vwa.co.uk)**

Booking Form BF Version 5.6 February 2023 F2F & R Options

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