

Open Course Booking Form

Company & Contact Details *(pls complete as required)*

Forename:	
Surname:	
Email:	
Tel:	
Company Name:	
Company Address:	
Postcode:	
Accounts Contact Name:	
Email:	
Tel:	
Purchase Order required?	Yes / No
Purchase Order Number	

Delegate Information *(pls completed as required)*

Delegate Details:	DELEGATE NAMES	DELEGATE EMAIL
	1.	1.
	2.	2.
	3.	3.
	4.	4.
Special Requirements: (Mobility or Dietary etc.)		

Open Course Booking Details *(pls complete/delete as required)*

COURSE	DURATION	PRICE PER DELEGATE	COURSE DATES	COURSE VENUE	COURSE CHOICE
MHPE Train the Trainer REFRESHER	1 Day	£150 + VAT	7 th Oct 2025	Bury St Edmunds	☐
IOSH MHPE Train the Trainer Award	4 Days	£825 + VAT	4 th – 7 th Nov 2025	Bury St Edmunds	☐

Terms & Conditions

Booking & Payment Details

- To make a new training session booking, please complete our booking form indicating training requirements and email to enquiries@work-safe.co.uk together with purchase order.
- An e-invoice will be sent to you for payment by email.
- Session times can be adjusted as required.
- Upon receipt of the booking form, we will send an acknowledgement email and confirm all details of the booking.

Terms & Conditions

- Payment to be received BACS payment within 30 days of receipt of our invoice.
- Courses are transferable to other staff members.
- Worksafe has 10 working days' / 2 weeks' notice cancellation policy – any sessions cancelled within this period will be charged at the full price quoted.