

# Open Course Booking Form

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

|                                 |          |
|---------------------------------|----------|
| <b>Forename:</b>                |          |
| <b>Surname:</b>                 |          |
| <b>Email:</b>                   |          |
| <b>Tel:</b>                     |          |
| <b>Company Name:</b>            |          |
| <b>Company Address:</b>         |          |
| <b>Postcode:</b>                |          |
| <b>Accounts Contact Name:</b>   |          |
| <b>Email:</b>                   |          |
| <b>Tel:</b>                     |          |
| <b>Purchase Order required?</b> | Yes / No |
| <b>Purchase Order Number</b>    |          |

## Delegate Information *(pls completed as required)*

|  |                       |                       |
|--|-----------------------|-----------------------|
| <b>Delegate Details:</b>                                   | <b>DELEGATE NAMES</b> | <b>DELEGATE EMAIL</b> |
|  | 1.                    | 1.                    |
|  | 2.                    | 2.                    |
|  | 3.                    | 3.                    |
|  | 4.                    | 4.                    |
| <b>Special Requirements:</b><br>(Mobility or Dietary etc.) |                       |                       |

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

| COURSE                                  | DURATION | PRICE PER DELEGATE | COURSE DATES                     | COURSE VENUE              | COURSE CHOICE            |
|---|----------|--------------------|----------------------------------|---------------------------|--------------------------|
| Moving & Handling for Healthcare Staff  | 1 Day    | £125 + Vat         | 00/00/00                         | [TBC]                     | <input type="checkbox"/> |
| MHPE Train the Trainer Refresher/Update | 1 Day    | £125 + VAT         | • 30 <sup>th</sup> November 2021 | Worksafe, Bury St Edmunds | <input type="checkbox"/> |
| IOSH MHPE Train the Trainer Award       | 4 Days   | £750 + VAT         | • 2nd – 5th November 2021        | Worksafe, Bury St Edmunds | <input type="checkbox"/> |

## Booking & Payment Details

- To make a new training session booking, please complete this form indicating training requirements and return it together with a cheque or purchase order made payable to Worksafe Ltd.
- 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 via purchase order or card payment (link on invoice) on return of this booking form.
- Courses are transferable to other staff members.
- Worksafe has a 10 working days' notice cancellation policy – any sessions cancelled within this period will be charged at the full price quoted.