

# 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:	<table border="1"> <thead> <tr> <th>DELEGATE NAMES</th> <th>DELEGATE EMAIL</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>1.</td> </tr> <tr> <td>2.</td> <td>2.</td> </tr> <tr> <td>3.</td> <td>3.</td> </tr> <tr> <td>4.</td> <td>4.</td> </tr> </tbody> </table>	DELEGATE NAMES	DELEGATE EMAIL	1.	1.	2.	2.	3.	3.	4.	4.
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
IOSH MHPE Train the Trainer Award	4 Days	£750 + VAT	30 <sup>th</sup> Apr – 3 <sup>rd</sup> May 2024	Bury St Edmunds	
MHPE Train the Trainer REFRESHER	1 Day	£125 + VAT	7 <sup>th</sup> May 2024	Bury St Edmunds	
IOSH MHPE Train the Trainer Award	4 Days	£750 + VAT	24 <sup>th</sup> – 27 <sup>th</sup> June 2024	Bury St Edmunds	
MHPE Train the Trainer REFRESHER	1 Day	£125 + VAT	2 <sup>nd</sup> July 2024	Bury St Edmunds	
IOSH MHPE Train the Trainer Award	4 Days	£750 + VAT	26 <sup>th</sup> – 29 <sup>th</sup> Nov 2024	Bury St Edmunds	
MHPE Train the Trainer REFRESHER	1 Day	£125 + VAT	3 <sup>rd</sup> Dec 2024	Bury St Edmunds	

Terms & Conditions on next page ...

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## 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](mailto: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.