

Please return to: Samantha.Gargett@choc.nhs.uk

Course Booking Form				
Course	Date	Price Per Delegate	Name(s) of delegates	Total Cost Excluding VAT
			Total Excluding Vat	
			Total Including VAT	

Payment Details – Please give invoice details below:

Company Name.....**PO Number**.....

Contact Name.....**Email**.....

Invoice Address.....

.....

Telephone Number.....**Delegate Name(s)**.....

.....

Signed.....**Print Name**.....

Important information on transfer and cancellation

All bookings are provisional until full payment has been received and are subject to the following cancellation terms. If a request for cancellation is received in writing then liability for the costs of the course/courses booked will be in line with the following timescale: 1 to 8 weeks at 100% 9 weeks or longer at 50%. If a delegate fails to attend then all fees are forfeited. Cumbria Health On Call reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund.