



Short Training Course Booking Form

Please read our booking terms, conditions and cancellation policy attached.
Completion of this form will confirm your acceptance of the Terms and Conditions

Company Name: _____

Delegate's Name: _____

Course: _____

Date: _____

Payment Enclosed: _____

Please make cheques payable to Curran Webb Ltd
Post to De Montfort House, Enterprise Way, Vale Park, Evesham, Worcs, WR11 1GU
or
Payments by BACS to Curran Webb Ltd

Terms and Conditions

Course Booking

Bookings can be made by fax, letter, e-mail or telephone.
An invoice and joining instructions will be sent on receipt of this booking form.
Invoices must be settled prior to attendance.
Certificates will not be issued until full payment has been received.
Substitutions may be made free of charge up to the last minute.

Cancellation Policy

We will make every effort to accommodate changes to your schedule if for any reason you cannot attend your confirmed course. However, please note our cancellation charges.
When cancellation is made more than 20 working days before the start of the course, the fees will be refunded in full.
If less than 20 working days notice is given fees will be subject to a 50% deduction. Where less than 5 working days notice of cancellation is given, fees will not be refunded.
Substitutions may be made free of charge at any time.
Curran Webb Ltd reserves the right to change or cancel any training event without any claim being made against Curran Webb Ltd for compensation.

Conduct

Delegates whose behaviour is deemed to be unacceptable or disruptive towards individuals or the group will be asked to leave the course without any refund being issued.
Delegates are expected to be punctual for all sessions. Late arrivals at any session may result in exclusion from the rest of the course without any refund being issued.

Course Content

All course materials are copyrighted by Curran Webb Ltd unless stated otherwise.
Due care has been taken in the development of the courses. However, they contain general guidance and industry best practice. Therefore when undertaking any task you must also comply with current legislation, the manufacturer's guidance, site safety rules, risk assessments and safe systems of work developed for the task.

Curran Webb Ltd
De Montfort House, Enterprise Way, Vale Park, Evesham, Worcs. WR11 1GU
Phone/Fax: 01386 765189 Email info@curranwebb.co.uk Company No 5898577
Directors: Jim Curran and Glenn Webb