



FORWARD TOGETHER UK LTD
BOOKING FORM

Name:
Job Title:
Company:
Address:
Post Code:
Telephone:
E-Mail:
Company Web Address:

I wish to book the following course(s):

Course Title	Venue	Dates	No. Of Places	Price Per Delegate	Total
E - MAIL TO: info@forwardtogetheruk.co.uk				Sub-Total	
				VAT @ 20%	
				TOTAL	

Delegate Names	Job Title	Email Address

Forward Together UK Ltd Tel: 01544 262 712

Email: info@forwardtogetheruk.co.uk

www.forwardtogetheruk.co.uk



Would you like us to organize your transport to and from the venue?	YES	NO

Please mark 'X' to confirm that you agree to FTUK's Terms and Conditions – (Overleaf)	
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INVOICE:

Please note; on receipt of your booking form we will post out a confirmation of your reservation together with an invoice for your kind attention.

THANK YOU

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FTUK Ltd – Terms & Conditions

- 1. PAYMENTS:**
 - 1.1** The course fees will be due for payment 30 days from the invoice date or before the start of The course - whichever is earliest.

- 2. SUBSTITUTIONS:**
 - 2.1** You can have a substitute take the place of the booked/intended delegate – however, you must notify us in writing before the first day of the commencement of the course.

- 3. CANCELLING YOUR BOOKING:**
 - 3.1** You may cancel a booking and get a full refund without incurring any penalty, providing we receive your request, in writing, no later than 20 working days before the first day of the commencement of the course. Failure to notify us within this period or failure to attend on the first day of the course, will result in 100% of the course fee plus VAT being due and therefore payable.

- 4. TRANSFERRING TO ANOTHER COURSE/DATE:**
 - 4.1** You may transfer to another course **ONCE** without incurring any additional charges/penalties, providing you notify us no later than 20 working days before the first day of commencement of the course.
 - 4.2** Any request to transfer outside of this period will result in a fifty percent charge of the original invoice. If you do transfer to another course, the terms of the original invoice will still apply and will therefore be payable within 30 days from the date it was originally issued.

- 5. COURSE POSTPONEMENTS:**
 - 5.1** In the unlikely event that we have to postpone, change a course location or date, we would make every effort to provide you with a minimum of 4 weeks' notice.
 - 5.2** If, for any reason, you are unable to attend a course we have relocated or changed the dates of, then we will credit 100% of any prepaid course fees which may be redeemed against a future course or, if requested, we will refund the course fees.
 - 5.3** However, we will not be liable for any other costs incurred including, (for example). travel charges or any consequential damages, even if we were advised of them at the time of notifying you of the postponement of change of venue/date if we have given you at least 4 weeks' notice prior to the date the event was due to take place.

- 6. SECURITY:**
 - 6.1** The customer agrees that all course participants will abide by whatever Health & Safety and security measures are in effect at the course venue.

- 7. COPYRIGHT:**
 - 7.1** All copyrights, patents, designs and other intellectual property rights in, or relating to any course materials provided or made available in connection with our courses, remain the sole property of FTUK.
 - 7.2** No part of any course materials may be reproduced, stored in a retrieval system, or transmitted in any form or by any means; electronic, mechanical, photocopying, recording or otherwise, or translated into any language, without the prior written permission of FTUK.

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