

training booking form

Embridge
Consulting



Driving value from your
business systems

PLEASE RETURN YOUR COMPLETED BOOKING FORM TO: ENQUIRIES@EMBRIDGECONSULTING.COM OR THE OLD RECTORY BUSINESS CENTRE SPRINGHEAD ROAD NORTHFLEET, KENT DA11 8HN. BY BOOKING YOU CONFIRM THAT YOU HAVE READ THE BOOKING TERMS AND CANCELLATION CONDITIONS. PLEASE CALL (0)1474 338735 IF YOU HAVE ANY QUESTIONS.

Company:		Name:		
Telephone:		Job Title:		
Email:				
Invoice Address:		Purchase order no:		
I would like to book the following courses:				
Course booking:	Course Title:	Attendee Name:	Date(s):	Cost: <small>(Course fees are charged per person per day)</small>
(1)				
(2)				
(3)				
			Total cost:	£
Dietary requirements, accessibility or comments:				
For and on behalf of:			Signature:	
GDPR Options:	I am happy for your to add me to your mailing list and receive communication from you by: (tick) You can unsubscribe at any time.	Telephone:	Email:	Direct Mail:
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMBRIDGE CONSULTING

The Old Rectory Business Centre,
Springhead Road,
Northfleet, Kent, DA11 8HN

enquiries@embridgeconsulting.com
in f t y G+

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Booking Terms and Conditions:

Embridge Consulting Training Courses: Terms and Conditions:

These are our terms of business, please read them carefully especially the cancellation provisions, and if you have any queries please direct them to enquiries@embridgeconsulting.com. You will be asked to agree to these terms when booking training sessions. We are Embridge Consulting (UK) Ltd ('Embridge Consulting/we/us').

Booking and Cancellation

On receipt by us of a signed booking form you will have entered into a contract with Embridge Consulting. 50% of the course fees are due for payment within 14 days of the booking date, and the balance payable no later than 30 days prior to the commencement date of the course. Bookings made less than 30 days before the course commences require payment in full at the time of your booking.

A 50% refund of the full amount will be given for cancellations received in writing no less than 14 days prior to the training date. No refunds will be given for cancellations made within 14 days of the training date. You may change the actual attendee by notifying us in writing. Please notify any changes or cancellation to enquiries@embridgeconsulting.com.

Embridge Consulting reserves the right to change or cancel course dates at our discretion without any liability to ourselves, by our giving you no less than 14 days' notice of our intention to do so. If courses are cancelled, for example due to under-subscription, a full refund of the course fees will be given, or you may be able to transfer to another course by mutual agreement.

Embridge Consulting do not accept any liability for courses cancelled due to circumstances beyond our control or due to ill health of the course deliverer, but we will endeavour to reschedule the course at a time that suits you.

Arrangements and payment of any travel or accommodation are the sole responsibility of the attendee and Embridge Consulting does not accept any responsibility for these costs should it be necessary for the course be cancelled. It is suggested that attendees book accommodation with free cancellation terms with no pre-payment.

Health and Safety

All reasonable care will be taken by us when delivering courses. Please advise the training consultant in advance at enquiries@embridgeconsulting.com if you or any attendees have health problems or are pregnant and this could affect your or their ability to complete the course.

A light lunch and refreshments will be provided as part of the training day and break out times will be agreed at the start of the course day. Please advise any special requirements or dietary/allergies prior to the start date of the course. There is a section on the booking form for you to complete with this information.

Intellectual Property Rights and Copyright notice

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Whilst every effort has been made to ensure documentation provided is accurate and up to date, the information is subject to change without notice. Embridge Consulting assumes no responsibility for any errors in the documentation.

General

These terms will be governed by English Law under exclusive jurisdiction of the English Courts. Please see our Privacy Policy at <https://embridgeconsulting.com/privacy-policy/> for information on how we use and protect your personal data.

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