

Course Booking Form

Upon receipt of your booking form a member of our team will contact you to confirm the booking details.

Name					
Position					
Company name					
Address					
Post code					
Telephone number		Email Address			
Name of course		Requested dates for training		Number of participants	Price £ Per person
			Total		

Price excluding VAT _____ (refer to price list) please add VAT at 17.5%

to the total £ _____ Please make payment inc VAT

Methods of payment

Via BACS:

Please use the following details to pay by BACS: Please refer to invoice (bottom left hand corner)
Or call 0800 634 1478 for details.

I have made payment via the BACS system on ____/____/____

The sum of £_____ in respect of
(course name)

Cheque

Make cheque payable to EMA LTD.

Signature_____ Date_____

Terms and Condition of Business.

Booking Confirmation

- Easy Management of Aggression Ltd, (EMA Ltd) shall provide training course/s as mutually agreed. All costs include course materials, VAT and certificates but exclude the use of a venue.
- Upon receipt of a booking form, deposit or payment in full, written confirmation of date, time and venue of course will be sent to the client within *3 working days of receipt.

Payment

- All invoices must be paid in advance of courses as per invoice unless alternative arrangements have been agreed.*
- All participant absences will be charged at the full rate which is non refundable. Additional staff attending on the date of training which have not been invoiced for will be invoiced after the course.

Cancellation

- Formal cancellation of courses will be required and the following cancellation terms will apply:

Up to 2 weeks prior to commencement of course no refund will be given.

One month to three weeks prior to commencement of course 50% refund

*working days are Monday to Friday only and do not include weekends.

*EMA Ltd reserves the right to claim statutory interest at 8% above the Bank of England base rate for late payment (in excess of 30 days) in accordance with the Late Payment of Commercial Debts (interest) act 1998.