



SDS In-House Training Course Booking Form

Name of Company:

Address:

Contact telephone:

Contact email address:

Primary Contact:

Please also provide a contact & mobile number for the day:

Name of Training Course:

Dates of Training:

Number of Delegates attending:

Course Venue Address or Online:

Email Address where course materials should be sent if different from above:

Contact details for person responsible for receipt of materials:

Full Name & Address of Company to be invoiced:

Please also provide Purchase Order document: (Please refer to our booking terms for all invoicing requirements)

Any Additional Requirements or Comments:

Signature:

Print Name & Job Title:

Signed on behalf of the company named above in agreement with our terms and conditions attached and as on our website at

<https://skillsdevelopment.co.uk/tc/>

For SDS office use only:

Duration of Course:

Course price for up to 20 delegates:

Number of additional delegates:

Payment method: (if known)

Booking Terms & Conditions – A booking constitutes a contract. Acceptance of our booking terms also includes agreement to our **Data Protection Policy** in accordance with GDPR.

Dates: Dates will be held on a provisional basis for 14 days within which time the booking should be confirmed, or they are released. No other provisional bookings can be taken.

Confirmation: Bookings must be confirmed by completing the In-House training application form and returned via email to **info@sds-seminars.com**

Invoicing & Payment: All prices are exclusive of VAT (unless stated otherwise). Booking forms must be accompanied by the relevant invoicing instruction. If your organisation does not use a purchase order system, please submit a letter of authorisation confirming the full name and address for invoicing. **If your organisation uses a purchase order system**, please ensure you provide the **purchase order document** itself together with the booking form. Please note that all required documentation must be received together with the booking form. Bookings cannot be confirmed until all necessary invoicing approval and documentation is received. Please note the company name for Purchase Orders is SDS Seminars Ltd.

Invoices for the full amount including VAT (if applicable) will be raised one working day following the receipt of a completed booking form and invoicing instructions (unless requested otherwise).

All invoices must be paid within 30 days of issue date.

Delegate numbers: The quoted price is for a maximum of 20 delegates (unless otherwise stated), any increase in numbers is £75 + VAT per head per day for up to a total of 50 delegates. The total number of delegates and their contact details (name, surname, email address) must be confirmed at least 14 days prior to the event and cannot be exceeded after this point. Such numbers will form the basis of the invoice raised. In the absence of this, previous numbers indicated in any previous correspondence will be used for invoicing purposes. If such numbers are exceeded on the day an additional fee of £100 + VAT per additional delegate per day will be included in the final or additional invoice.

The purchaser may sell or allocate places on confirmed In-House training events to others outside of the organisation, provided they are included in the total number of delegates confirmed to SDS.

Cancellation: All cancellations should be received in writing only. Cancellation of a booked event outside of 30 days of the training or facilitation event will leave the purchaser liable to a cancellation fee of 50%. Cancellation of a booked event within 30 days of the training or facilitation event will leave the purchaser liable to a cancellation fee 100%.

Expenses: the estimate can be provided on request. The final figure depends on the training location. All negotiable in advance.

Training Room Requirements for Live Training: A room of appropriate size, a flip chart pad, working marker pens, extension lead and data projector or an interactive screen is required to be organised by the purchaser. Please notify us in advance if you do not have a data projector or interactive screen on the venue and we will make the appropriate arrangements. If the group is of 30 delegates or less, there should also be space allocated for small group work.

Pre-recorded Online Events: the length of use of these is by default is 365 days, unless negotiated separately for each contract.

Cancellation of Purchase of Pre-Recorded Online Events: These cannot be refunded if you've watched/completed the course and received the certificate. If you haven't, you have a 14-day cooling-off period from the date of our invoice, during which the booking can be cancelled. No cancellation beyond this period.

Live Online Events: We will make all the efforts to record online in-house training events and you'll receive the full recording of the course afterwards unless there were technical issues beyond our control. The booking fee is for Live Events only – recording is a free extra that will be provided, should it be technically possible.

Filming: Please note that video and audio recording by the delegates is not allowed at any of SDS events.

Our contact details:

SDS Seminars Ltd

Email: info@sds-seminars.com

Web: www.skillsdevelopment.co.uk