



Hartridge Limited  
 The Hartridge Building  
 Network 421  
 Radclive Road  
 Buckingham  
 MK18 4FD  
 United Kingdom

# Training Booking Form

Company Name, Address & Contact name		email	
		Telephone number(s)	
		Fax Number	
Course Reference	Course Title		Date
Delegates			
First Name	Last Name	Dietary Requirements	

Hartridge will be pleased to provide a quotation for scheduled courses or adhoc training requirements. Quotations also available for training at a customers premises where appropriate. The average course size is 6 delegates. Courses are provided in English language, other languages are available - enquire at the time of booking. Please notify Hartridge at the time of booking of any disability that we would need to be aware of. Places are allocated on a first come first served basis. During the course Hartridge provides a light lunches and refreshments. Also on each course day, we will provide transfer between a local hotel Hartridge. The course price excludes all other expenses such as flights, airport transfers, accommodation & visa. Hartridge can help with local accommodation bookings & airport transfers, invoiced at cost plus 5%. Hartridge reserve the right to modify the dates of the courses at anytime - Delegates will be informed. In the event of the necessity to cancel a course, Delegates with be given a minimum of 2 weeks notice.

**Please return this form to Hartridge via post, fax +44 (0)1280 825601 or email [support@hartridge.com](mailto:support@hartridge.com).**

A Purchase Order Number or relevant authority will be required before bookings can be confirmed. If the quotation requests advance payment, the booking is not confirmed until payment is received.

### Cancellation Policy

If a delegate cancels within 2 weeks of a course a 25% refund will be given. If cancelled within 3 weeks of a Training Course 50% refund will be given. If cancelled within 4 weeks of Training Course 75% refund will be given. If a Delegate cancels 4 weeks or more before the start of a course, a 100% refund of the course fee is given.

Customer Signature	Print Name	Date	Purchase Order Ref.