



Progressive Safety Solutions
 19 Newfield Crescent
 Halesowen
 West Midlands
 B63 3SS

Tel: 0121 602 1262
 Fax: 0121 602 1262

enquiries@progressivesafetysolutions.co.uk

Booking Form

Open Training Course

Please complete the required details then either fax, email or post

TRAINING CONTACT	BOOKING NO.	(Office use only)
COMPANY NAME		PSSOTR00_____
COMPANY ADDRESS		
TEL.NO.		
EMAIL		

COURSE DATE/S	COURSE NAME	COURSE DURATION	VENUE

NO.	NAME OF DELEGATE	JOB TITLE
1		
2		
3		
4		
5		
6		
7		
8		
TOTAL NUMBER OF DELEGATES ATTENDING:		
AGREED CHARGE PER PERSON:		£

Signature: _____

By signing above I hereby state my compliance with the attached terms and conditions.



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General

These terms and conditions shall apply to all work carried out in the provision of services by Progressive Safety Solutions Ltd to the customer in accordance with any booking form signed by or authorised with a Booking No. by a representative of the customer. No additions to, or modifications of, these terms and conditions shall have effect unless expressly agreed in writing by both parties and expressed to be amendments to these Terms and Conditions. Progressive Safety Solutions Ltd employees or agents are not authorised to make any representations whatsoever concerning the provision of services unless confirmed by Progressive Safety Solutions Ltd in writing. The customer acknowledges that it does not rely on, and waives any breach of, any such representations that are not so confirmed.

Payment

Prices charged will be agreed between the buyer and the seller and confirmed on the course booking form and on the course booking confirmation. Unless mutually agreed payments for courses and service will be due at the time of the booking. Invoices will be issued at time of booking confirmation. Payment is then due a minimum of 7 days prior to course commencement. Progressive Safety Solutions Ltd reserves the right to hold bookings if payment is not received. It is possible to pay by bacs or cheque, made payable to Progressive Safety Solutions.

Confirmation of booking

Provisional bookings are held for 1 week. In this time we must receive a completed booking form. If a signed booking form is not received in this time your place may be released. A letter/email of confirmation will be sent within 10 working days of receiving the completed booking form upon which time an invoice will also be provided.

Cancellation and transfers

Cancellations received on the day will incur the full fee. If cancellation is received in the seven working days prior to the event, 50% of the fee will be required or refunded if full payment has been received. If cancellation is made more than 7 days prior to the event 20% of the fee will be required or 80% refunded if full payment has been received. If you wish to transfer your booking to a later date this may be done but no less than 14 days before the original event date. In these circumstances no additional cost is involved if full payment has already been received. Progressive Safety Solutions Ltd reserves the right to cancel any course or service at any time after giving written notice to the buyer.

Course documentation policy

All participants are provided with course notes and handouts to serve as a reference tool for use after the event. They cannot be used for cascade training purposes and/or copied. No handouts can be purchased separately and all the literature is covered by copyright. Reproduction of the handouts is not allowed without express permission.

Data protection

Progressive Safety Solutions Ltd keep any personal information you supply for the purpose for which you have provided it. It is not passed to other organisations unless this is made explicit when you supply it. However, Progressive Safety Solutions Ltd may from time to time wish to give you information about other courses, services or products it provides.

Delegate Suitability

It is the customer's responsibility to ensure that the course is suitable for their requirements. All delegates should have read and understood the course outline and met the necessary prerequisites. Delegates who do not meet the course prerequisites may be asked to leave by the training provider.

Training Times & Course Description

Delegates will be advised of the start and finish times of courses and full course descriptions upon booking confirmation.

3 ways to send your booking form:

Fax:

0121 602 1262

Email:

r.griffiths@progressivesafetysolutions.co.uk

Post:

Booking Request
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