



## Training Booking Form

Unit 1A, Quarry Hill Ind. Est., Horbury, Wakefield, WF4 5NF  
Tel: 01924 270383 Fax: 01924 264761 Email: info@horizonplatforms.co.uk

### Contact Details

Contact Name:	Job Title:
Company:	
Address:	
	Postcode:
Credit Account Ref:	
Telephone:	Fax:
Email:	Purchase Order No:

### Course Details

Course Title	Date	Course Location	No. Delegates	£/ Delegate	Total Fee +VAT

Are any course delegates under the age of 18 years?

Yes/No

Do any delegates have any learning difficulties?

Yes/No

If yes please state brief details:

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### Booking Conditions

Booking forms must be signed, and/or contain a valid purchase order number. Joining Instructions and Directions will then be forwarded. An invoice will be raised upon receipt of the completed booking form. Certificates will be released upon receipt of your remittance, (please allow 7/10 days).

All successful delegates will receive a Certificate and ID Card.

**All prices quoted subject to VAT @ 17.5%**

**Notice of Cancellation (Substitute delegates are welcome at no extra charge)**

**Up to 10+ working days            10% fee payable**

**9 – 6 working days                50% fee payable**

**5 working days or less            100% fee payable**



**Courses undertaken on the clients own premises or sites are required to have the relevant classroom and practical facilities readily available:**

In order to deliver the training we will require the following facilities;  
Please confirm that the items below are available:

Classroom	Yes		No	
Practical Area: Inside	Yes		No	
Practical Area: Outside	Yes		No	

Please confirm of any site requirements (instructors requirements):

Site Induction	Yes		No	
Car Parking Available	Yes		No	
Facilities for Lunch	Yes		No	
Any Special PPE	Yes		No	

Any other information we need to be aware of before the training day?

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**Should additional equipment be required in order to conduct your training session, such as access equipment, you will receive a comprehensive list of components on a supplementary document.**

**Invoice Address** (if different from above): -


I agree and accept your Terms and Conditions of trade, a copy of which I have received and retained.

Signature \_\_\_\_\_

Date \_\_\_\_\_