

Safe Handling

Changing Behaviour Through Training

OPEN COURSE BOOKING FORM

All open courses will be invoiced on receipt of booking form. Joining instructions will be issued on receipt of payment.

Course Title	
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Course Date(s)	
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Candidate(s) Full Names	

Company Name and Address (including Post Code).	
Telephone Number:	

Invoice Address (if different from above).	
Telephone Number:	

PURCHASE ORDER NUMBER:	
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CONTACT NAME & TELEPHONE NUMBER:	
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SIGNED:	DATE:
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Return completed form to us either by email: enquiries@safehandling.co.uk, fax on 01634 256721 or by post to Safe Handling Southern Ltd., Vicarage Lane, Hoo, Rochester, Kent ME3 9LB

Terms & Conditions Of Open Course Bookings

1. Telephone bookings - written confirmation must be received within 48 hours of booking being taken.
2. All bookings are provisional until payment has been made in full.
3. Cancellation by the client less than 5 working days prior to commencement of course will be charged in full. Cancellations by the client less than 10 working days prior to commencement of course will incur a cancellation fee of 30%.
4. Safe Handling Southern Ltd., reserves the right to postpone or amalgamate courses to ensure the viability of courses.

Certificates will be sent to all successful candidates
within three weeks of course completion

We look forward to meeting you, however if you require further information please do not hesitate to call Linda on 01634 252250.