



Woodward Group

Esk Suite, Gallery House, Harraby Green Business Park, CARLISLE, Cumbria, CA1 2SS
 Tel: [01228] 592614 Fax: [01228] 593769 E-Mail: info@woodwardgroup.co.uk

Course Booking Form

[please see reverse for booking conditions]

Title	Forename	Surname
Position		
Company		
Company Address		
		Post Code
Contact Telephone	Fax	E-mail
Signature		Date

Please book the following delegate onto the course listed below:

Course Title	Course Reference	Accommodation Required? Yes/No
Venue	Date From	Date To

Please provide delegate details [for course registration & certification] below:

Title	Forename	Surname
Home Address		
		Post Code
Contact Telephone	E-mail	
Nationality	Date of Birth	

Dont forget to include your £200 deposit or purchase order to confirm the booking

Booking Conditions

Bookings Enquiries

Prospective delegates or the delegate's nominating manager may telephone Woodward Group [01228 592614] to check on availability of places on any course.

Provisional Bookings

Provisional Bookings can be made by phone, fax or email but will expire within 10 working days unless a booking confirmation has been received.

Booking Confirmation

For a delegate to confirm his or her place on a course, a Woodward Group booking form should be completed (or any form of written confirmation) and sent to Woodward (by fax, post or e-mail) along with a Deposit of £200.00 or a formal purchase order (if a company). Woodward Group will then issue a confirmation letter.

Joining instructions will be sent to confirmed delegates approximately 4 weeks before the start of the course.

Dress Code

Woodward training courses have a casual dress code.

Cancellations

Woodward Group reserves the right to postpone, cancel or alter the dates of provision of a course and/or the venue of the course.

In the event of cancellation by the delegate, the delegate's manager or any representative of the delegate's organisation, bookings may normally be transferred to the next available course, or alternatively a substitute delegate may take the place.

If a booking is completely cancelled in writing, the following fees will be payable:

Notice given prior to course commencement:

more than 14 calendar days	No charge
7 to 14 calendar days	50% of course fee charged
less than 7 calendar days	100% of course fee charged

Telephone cancellations can be accepted but must be confirmed immediately in writing [by post, fax or e-mail]