



## BOOKING FORM

*(Please complete in block capitals)*

Contact Name:..... Position:.....

Company/Organisation: .....

Address:.....

.....Postcode: .....

Tel No:..... Fax..... Email.....

Invoice Address if different: .....

.....

Course Title..... Course date.....

Please reserve ..... place(s) on the above course for the following person(s)

(1)..... (2).....

(3)..... (4).....

I enclose a cheque for .....

*I agree to the terms and conditions shown on the reverse of this form.*

Signed:.....

Name (please print):.....

Date:.....

*Please remember to copy this form for your files.*

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122 Bayswater Road, London, W2 3JH  
**Tel:** 020 7792 9071      **Fax:** 020 7792 3408  
**Email:** [sales@foodhygienecentre.co.uk](mailto:sales@foodhygienecentre.co.uk)  
[www.foodhygienecentre.co.uk](http://www.foodhygienecentre.co.uk)



## TERMS & CONDITIONS

### **COURSE BOOKING INFORMATION**

- *All fees are payable at the time of the booking. A VAT invoice will be forwarded on receipt of your signed booking form and payment.*
- *Please note that admission to a course will only be accepted if payment for the course has been received in full.*

### **SUBSTITUTIONS**

- *Course delegates may be substituted at any time prior to the commencement of the course.*
- *Such changes should be notified to the Course Administrator **in writing**.*

### **TRANSFERS must be in writing**

- *All transfers made between three and five weeks prior to the course will be subject to a **10%** Administrative charge.*
- *There will be **no refunds** for transfers made for three weeks prior to the course.*

### **CANCELLATIONS must be in writing**

- *Cancellations made after a booking has been received will incur a 10% administrative charge.*
- *Course fees must still be paid in full for courses booked, even if delegates do not show up for the course.*
- *There will be no refund for cancellations made within three weeks prior to commencement of the course.*
- *Cancellations made between three to five weeks prior to the course will be subject to a 50% charge.*
- *At the discretion of the tutor late comers may not be allowed into the class and no refund will be given.*
- *The Food Hygiene Centre reserves the right to cancel any course and in such circumstances any fees paid will be refunded in full or applied towards the next available course.*

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