



Booking Form – 3-Day Residential Courses

Please note that bookings and card payments can also be made on-line.

To complete an online registration: <<< [CLICK HERE](#) >>>>

Please complete the form by hand and either scan /e-mail to info@candvs.com or fax to +44 (0)1625 800833. With some ADOBE products, this form can be completed electronically (you must save the file before sending otherwise entries will be lost).

Course Title*	
Course Start Date*	
Number of Places Required*	
Delegate Name(s)*	
Booking Contact Name*	
E-mail address – Booking Contact*	
E-mail address – Delegates <i>(Optional field)</i>	
Company Name*	
Company Address*	
Special dietary requirements? <i>(Optional field)</i>	
Disability Requirements? <i>(Optional field)</i>	
Method of payment, e.g. card, bank transfer or cheque*	
Payment Reference (if available) <i>Please note that for bank transfer payments we will need a valid reference number to fully confirm the booking</i>	
Total Fees Due* (£1,295 [GBP] per delegate)	
Billing Address if Different to Company Address <i>(Bank Transfer Only*)</i>	
* = Required Fields Receipt of a completed booking form will signify that you have read and agree to our terms and conditions (see page 2 of this form). For further information and general enquiries please visit our web-site, or email info@candvs.com or call us on +44(0)1270 760882	



Terms & Conditions

Booking Confirmation:

A booking confirmation will be sent to the delegate or booking contact on receipt of payment, or in the case of bank transfer, following receipt of a valid purchase order reference.

Cancellation:

Cancellation refunds will depend on how long before the course start date the cancellation is received. The following refund structure will apply:

- More than 28 days will incur a cancellation fee of £200 GBP per registration and a refund of the remaining course fees
- Between 28 days and 14 days notice will qualify for a 75% refund
- Between 14 days and 7 days notice will qualify for a 50% refund
- No refund will be given for cancellations received with less than 7 days notice
- Substitutions for registered delegates will be accepted without notice

Liability:

Compliance & Validation Services Limited, herein after referred to as CVS, reserves the right to cancel or reschedule any course and/or change presenters.

Please be advised that CVS is not responsible for any airfare and/or hotel penalties or other travel charges that delegates may incur.

CVS does not take responsibility for insuring the well being of delegates during their travel to and from the venue or at any time during their stay at the residential location. We will however do everything within our power to help ensure delegates remain safe and well during the course and related activities (please ensure delegates have the necessary insurance).

Where government intervention, military activities, natural phenomenon, strikes or any other circumstances make it impossible or inadvisable to run the course at the designated time and place, the delegate shall waive any claim for damages or compensation except the amount paid for registration after the deduction of actual expenses incurred by CVS in connection with the course that the delegate has registered for and there shall be no future liability on the part of either party.