



Booking Form: 2019 Hotel Based (Open) Training Courses

Please note that bookings and card payments can be made online.

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

Alternately, please complete this form electronically or by hand. Please send the completed form to info@candvs.com or fax to +44 (0)1625 800833. The form can also be sent by post to the address given in the footer.

Information Requested (*Required Fields)	Information Entry (By hand, or click on cell for electronic entry [later Adobe versions only]. 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		
*Telephone Number – Booking Contact		
E-mail address – Delegates (Optional field)		
*Company Name		
*Company Address Please complete the 'Billing Address box' if this is different to the 'Company Address'.	Company Address:	Billing Address:
Special dietary requirements (Optional field)		
Disability Requirements (Optional field)		
*Method of payment, e.g. card, bank transfer or cheque For card payments by telephone, please ensure you have entered your telephone number above and we will contact you. Please DO NOT send credit card information to us by email or fax. Cheques should be sent with a completed booking form to the address given in the footer.		
*Payment Reference (if available) Please note that for bank transfer payments we will need a valid reference number to fully confirm the booking.		
Company VAT / Sales Tax Reference Number (for EU Member States ONLY)		
*Fees Due NOTE: If your finance centre or delegates are based in the United Kingdom (UK), the course fee will be subject to an additional 20% UK VAT charge. For EU Countries where finance centres and delegates are NOT based in the UK, VAT will be <u>ZERO RATED</u> under the reverse charge rule. For non-EU countries and non-EU delegates, VAT is not applicable.	Cost Per Delegate (GBP) – Excluding VAT	
	Enter total fees due here:	
	Course Duration	2019 Course Fees
	2 Days	£1,495
	3 Days	£1,995
4-Day Cleaning Validation	£2,395	
4 Days	£2,495	
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, email to info@candvs.com or call us on +44(0)1625 500833.		



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.

Course Fee & VAT Liability

For the majority of participating countries, VAT will be ZERO rated. However, for companies whose finance centre or delegates are based in the United Kingdom (location where invoices are managed) the indicated course fee will be subject to an additional 20% UK VAT charge. CVS has to charge this by law.

For EU Countries where finance centres and delegates are NOT based in the UK, VAT will be ZERO RATED under the reverse charge rule.

For non-EU countries and non-EU delegates, VAT is not applicable.

All participating EU based companies (based on the site location), must provide CVS with a valid VAT/Sales Tax reference number, in order for the booking to be completed. CVS is required by law to collect this information.

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 the remaining course fees will be refunded
- 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 wellbeing 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.