

## Course Booking Form

Please complete and e-mail back to [info@woodwardscotland.co.uk](mailto:info@woodwardscotland.co.uk)

[Please see next page for Booking Conditions]

Title	Forename	Surname
Position		
Company:		
Address & Post Code:		
Direct Phone/Mobile Number		Email
<b>Signature For Acceptance*</b>		Date

Please book the following delegate(s) onto the course listed below:

Course title		
Venue	Date from	Date to

### Delegate(s) Details

Title	Forename	Surname	Residential? Yes/No
Title	Forename	Surname	Residential? Yes/No
Title	Forename	Surname	Residential? Yes/No
Title	Forename	Surname	Residential? Yes/No

\* An electronic signature is acceptable

## **Booking Conditions**

### **Bookings Enquiries**

Prospective delegates or the delegate's nominating manager may telephone Woodward Scotland [0131 6248917] 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 written confirmation has been received.

### **Booking Confirmation**

For a delegate to confirm his or her place on a course, a Woodward Scotland 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 Scotland 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 Scotland reserves the right to postpone, cancel or alter 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 fee charged
Less than 7 calendar days	100% of fee charged

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