

# DELEGATE INFORMATION & SPECIAL REQUIREMENTS



Company Name (as will appear on certificate):

<b>Delegate Name:</b>	<b>Special Requirements:</b> <span style="border: 1px solid black; padding: 2px; display: inline-block;">Vegetarian, allergies, disabled access required etc.</span>
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<p><b>Terms and Conditions of your booking:</b></p> <p>Payment Methods: (How to pay) Invoice, Cash, Cheque, Credit &amp; Debit Cards</p> <p>Course fees must be paid for in advance of the training course to confirm the delegate reservation. Telephone bookings will be cancelled if either fax or e-mail confirmation is not received within 24 hrs of booking being taken. Payment for the course, if paying by credit or debit card, will be debited 4 weeks prior to the course date, or immediately, if you are booking a training course within 4 weeks of the start date. Confirmation of your reservation and any required pre-course reading literature will be forwarded upon receipt of full payment.</p> <p><b>Cancellation / Postponement / Transfer</b> Written notification of cancellation / postponement must be made a minimum of 4 weeks before the course date. Failure to do this will result in the outstanding course fee being payable in full. In the event of late notification, an administration fee of £30+ VAT will be payable to transfer delegates to alternative dates.</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Cheques should be made to: "Bibby Consulting &amp; Support" We accept all major cards except Diners and Amex</p> </div>
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*We will endeavour to meet any requirements you may have; however there may be occasions when some requirements cannot be met. We will inform you of any such circumstances prior to your course commencing.*

For more information call: **08453 100 600** Email: [training@bibbycas.com](mailto:training@bibbycas.com) Visit: [www.bibbycas.com](http://www.bibbycas.com)