

Send completed for to:

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Post to ECLM Ltd  **ECLM LTD -BOOKING FORM**

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| **FORENAME** | | **SURNAME** | **EMAIL ADDRESS FOR ATTENDEE and /or CONTACT TELEPHONE NUMBER** | | **COURSE TITLE** | **DATE OF SESSION** | **PRICE PER SESSION £** | | **TOTAL**  **£** | |
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|  | | **Full Payment is required to secure your place.**  **Please indicate payment method over**  **See ECLM Ltd Terms and Conditions TOTAL** | | | | | | | **£** | |
| \*Cheque | | Cash | \*BACS  Invoice No Required | | **Please ensure you have read, understood and accepted the Conditions of Booking before you submit a booking. By placing a booking you will be deemed to have read, understood and accepted them.**  No booking will be accepted unless it is completed on this form and accompanied by full payment. Please see Methods of Payment below.  **Methods of Payment**  Payment can be made by   * Cheque payable to ECLM Ltd * BACS   \*Please ring the office to make arrangements for electronic payment or BACS method, or for an invoice.  **YOUR PLACE IS NOT SECURE UNTIL PAYMENT HAS BEEN RECEIVED.**  **Confirmation**  Confirmation of booking will then be sent to you as a receipted invoice  **VAT-** No VAT is added to our training courses.  **Cancellation**  Cancellations within 48 hours will be charged the full course fee.  Cancellations within 3-7 days , of the training start date will be offered an alternative where ever possible or incur fees equal to 50% of course fees  Cancellations between 8-10 day prior will incur 25% of course fees  Cancellations within 11 – 14 working days of the training start date will incur no charge.  **Delegate Submission**  It is possible to substitute an alternative delegate on any place booked at no additional cost.  Requests to substitute should be sent via email to [tinawe.eclm@gmail.com](mailto:tinawe.eclm@gmail.com)  .  **Course Content and Programme Schedule**  ECLM Ltd reserves the right to alter the advertised schedule of courses, which may include cancellation of a course. Where ECLM Ltd cancels a course, individuals with confirmed bookings on that course will be offered alternative dates. If none can be provided then a full refund will be given.  ECLM Ltd reserves the right to alter or amend the advertised content of any course without notice in order to continuously provide a high quality service or due to circumstances beyond our control.  ECLM Ltd will not be liable for any losses or expenses, including consequential, arising from any such alterations or amendments to the programme content and schedule including cancellation.  **Acceptable Use of Facilities**  In placing a booking you agree to abide by ECLM Ltd Acceptable Use Policy relating to the use of ECLM Ltd facilities. This policy requires the following:   * None of ECLM Ltd facilities may be used to locate, display or transmit any material which is illegal or offensive, * No software may be downloaded or installed on any of ECLM Ltd computing equipment unless under the explicit direction of the Director * No data may be imported which has not been checked for viruses and which is not under the explicit direction of the Director, * No use of mobile phones are permitted during the training sessions with expressed permission of the trainer, * ECLM Ltd premises are non-smoking and all delegates are required to adhere to this policy.   **Exclusion**  ECLM Ltd reserves the right to refuse access to its facilities and premises where there is reason to believe that a delegate is in breach of these conditions or where a delegate uses threatening, bullying, harassing or disruptive behaviour or brings alcohol onto the premises. ECLM Ltd will not be liable for any losses or expense (including course fees and consequential damages) incurred by a delegate arising from such an exclusion | | | | **OFFICIAL USE ONLY** | | | |
| Form Completed by: | | | | | **BOOKED IN (initials)** | |  | | |
| Date: | | | | | **INVOICED** | |  | | |
| Contact Name:  Company Name:  Address:  Telephone Number:  Email: | | | | | **DATE** | |  | | |
| **Additional Notes:** | | | |

January 2014