



The Response Group

Training for Continual Professional Development and Qualifications

☎ 0845 689 0380 ☎ 07939 079 051 ✉ info@theresponsegroup.co.uk

IN-HOUSE TRAINING ENQUIRY/BOOKING FORM

Has this booking already been agreed with The Response Group? _____

Course title: _____

Preferred course date(s): _____

Preferred start & finish time(s): _____

Venue address: _____

Nearest parking: _____

Number of learners: _____

Any special requests? _____

Details of person completing this form

Name: _____ Title: Dr/Mr/Mrs/Miss/Ms/other _____

Job Title/Position: _____

Correspondence Address: _____

Post Code: _____

Email: _____ (home/work/other)

Contact No: _____ (mobile/home/work)

Methods of payment accepted:

Please indicate your payment method. Payment is due upon receipt of our invoice and before the course starts.

<u>Tick</u>	<u>Method</u>
	<u>Invoice and BACS transfer:</u> Please make your payment into the account detailed on our invoice.
	<u>Debit or Credit Card:</u> The cardholder must be present to use this option.
	<u>PayPal:</u> Use your PayPal account. PayPal fees apply which be charged at cost in addition to the course fees.
<u>Invoice name and address:</u> 	

Payment Terms:

All course fees are to be paid in full following receipt of our invoice. This booking is not confirmed until the course fees have been paid. A copy of our full Terms and Conditions is available upon request.

Cancellation and Refunds Policy:

- Cancellation 30 or more days prior to course start date – 100% of course fee refunded
- Cancellation 14 or more days prior to course start date – 50% of course fee refunded
- Cancellation less than 14 days prior to course start date – No refund, full fee payable

I understand that withdrawal from this course will result in payment of the above cancellation fees.

Signed:	
Print Name:	
Position:	
Organisation:	
Date:	

Please scan and email this form back to info@theresponsegroup.co.uk