



## Course Booking Form

Course reservations will only be accepted upon receipt of this completed form. All bookings are subject to Sandwell Training Association's terms and conditions, which are detailed overleaf. Course booking forms should be returned to Sandwell Training Association, Grainger House, Cradley Road, Cradley Heath, West Midlands, B64 6AG.

I wish to reserve:

Course Title	Delegate Name	Cost per Delegate	Start Date	Course Duration

*Please be advised that due to Health & Safety & Hygiene laws we no longer provide buffet lunches*

Company:	_____	Contact Name:	_____
Address:	_____	Position:	_____
	_____	Telephone:	_____
	_____	Fax:	_____
	_____	Order No (if applicable)	_____
e-mail:	_____		

**All course costs must be paid before commencement.**

I enclose a cheque for £ \_\_\_\_\_

Member Company of Sandwell Training Association      Yes       No

I confirm that I have read and accept the Terms and Conditions as laid out overleaf

<i>Signature</i>	<i>Name</i>	<i>Date</i>

## Terms and Conditions of Business

1. General
  - i) In these conditions the seller means Sandwell Training Association Limited.
  - ii) The Buyer means the person firm or company with whom the seller contracts
  - iii) Any agreement made between the buyer and seller whether for the sale of goods and services, herein after called the contract, shall only be subject to these terms and conditions. Any representation or warranty by or on behalf of the seller prior to the contract whether orally or in writing is hereby expressly excluded and shall be of no effect. No agent, or representative of the seller has any authority to vary or add to these terms and conditions except with the seller's confirmation in writing and signed by the Marketing Manager, Sandwell Training Association.
2. Catalogues
  - i) Any information of any kind found in the seller's catalogues, price lists, course calendar, advertising or any other literature, is not guaranteed to be accurate and is intended to merely represent a general picture of the seller's products and services, and shall not form any contract between the seller and buyer. The seller reserves the right to amend the specification of its' products and services as appropriate or necessary.
3. Designs
  - i) Where goods and services are supplied to the buyer's own specification, the buyer warrants and undertakes full responsibility for the suitability and fitness of the specification and ensure that the specification does not infringe any patent, trademark, registered design, copyright or any other proprietary right and shall indemnify the seller in full for any loss, damage or expense whatsoever which the seller may incur in the performance of the contract.
4. Cancellation And Postponement
  - i) Cancellations and postponements must be advised in writing. No agent or representative of the seller is authorised to accept verbal cancellation or postponement.
  - ii) Written notice of cancellation must be made more than seven days before commencement of the course booked.
  - iii) Where notification is not received within this time, the Association will make every effort to secure alternative delegates but reserves the right to charge the full course fee.
  - iv) The seller reserves the right to cancel any course or service at any time.
  - v) The seller will acknowledge all cancellations and postponements prior to the commencement of the course or service.
5. Prices and Payment
  - i) Prices charged will be agreed between the buyer and the seller and confirmed on the course booking form and on the course booking confirmation, which Sandwell Training Association will send to the buyer within seven working days of the receipt of the course booking form or prior to the commencement of the course or service, whichever is sooner.
  - ii) Payments for courses and services must be made prior to commencement by cheque upon booking.
  - iii) All prices shown in the seller's catalogues, price lists, course calendar, advertising or any other literature, is exclusive of Value Added Tax at the prevailing rate at the time of invoicing.
  - iv) The seller will be entitled to suspend all further courses and services if the payment terms are not met. This will not in any way prejudice the seller's rights under the contract.
  - v) Service and course schedules are based on free and uninterrupted access to the site and equipment during the entire work and any delays to the work, due to any cause outside of the seller's control may be charged as an invoiced extra.
  - vi) Prices quoted in the seller's catalogues, price lists, course calendar, advertising or any other literature are based on the work being carried out during the seller's normal working hours unless otherwise stated.
  - vii) Member companies of the Sandwell Training Association (The seller) will receive a 10% discount on the fees quoted in catalogues, price lists, course calendar, advertising or any other literature, which will be deducted on the invoiced costs by the seller.
6. Title and Insurance
  - i) Where the seller's equipment is used on the buyer's premises the buyer shall be responsible for any loss or damage to all or other any part of the equipment, unless such loss or damage is proved conclusively to have been caused solely by the seller, it's agents or representatives.
7. Confidentiality
  - i) All documents, financial information and other commercially confidential information made known in any way to the buyer or seller, it's agents or representatives shall remain confidential and shall not be disclosed to any third parties without the prior permission of the buyer or seller, it's agents or representatives as appropriate.