






P & K Training Services

Please return to: Riverside Business Centre, Crossbank Road
King's Lynn, Norfolk PE30 2HD

Tel: 01553 692045 E-mail to: angela@pktrainingservices.co.uk

Course Booking Form

Course Type:				
Date(s):				
Name of Candidate(s):				
1.	7.			
2.	8.			
3.	9.			
4.	10.			
5.	11.			
6.	12.			
Certificate expiry date: (FAW 2-day re-qualifier course only. Certificates should be valid at start of course, sometimes allowance can be made) Please state any special needs: State venue address for on-site courses:				
Contact Details				
Company Name:				
Company Address:				
Post Code:				
Contact Name:				
Telephone Number:				
Fax Number:				
Invoice Details(if different from above)				
Company Name & Address:				
Post Code:				
Purchase Order Number:				
I have read & understood the terms & conditions overleaf.				
Signature:	Date:	Position:		
Payment Terms 30 days Invoice by arrangement only.				
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>		
We accept all major credit and debit cards. Please debit my credit/debit card to the value of £ .				
Card No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry Date:	Switch Issue Number:			
Cardholders Name:	Cardholders Signature:			
Invoiced	Yes/No	Date:		

Terms & Conditions

Booking & Payment Terms.

Invoice by prior arrangement only. Payment to be made within 30 days of invoice date.

Cancellations with less than 3 days' notice prior to the commencement of the course to pay invoice in full.

Cancelled candidates may be booked, subject to availability, on a subsequent course within three months at no extra charge.

Candidates failing to attend the course will be charged the full fee.

Candidates attending the 2 day re-qualification course should hold proof of an in-date First Aid at Work Certificate.

Note: Re-qualification courses can be credited with up to three months before expiry date of certificate.

Attendance

It is the employers' responsibility to ensure that candidates are suitable people to become first aiders in the work place.

Attendance of all sessions is mandatory to qualify.

All prices are subject to VAT at the prevailing rate.

P & K Training Services reserve the right to cancel or re-schedule its courses.