

To book your training course, please complete this form and send it back to:

**Tracy Blackburn at Flowmaster Ltd on +44 (0) 1327 306020 or post to
Flowmaster Ltd, The Maltings, Pury Hill Business Park,
Alderton Road, Towcester, Northants, NN12 7TB, UK**

**Name(s) of
Attendee(s):**

Company Name:

Course Reference:

Course fee: £ _____

Total Payable (exc. VAT): £ _____

VAT (at 17.5%): £ _____

Total Payable (inc. VAT): £ _____

Method of Payment – Please tick one of the following:

Fee enclosed for the total amount (including VAT – cheque payable to Flowmaster Limited)

I wish to pay by Credit Card



Card Number: _____

Issue Number: _____

Valid from: _____

Expiry Date: _____

Security code: _____
(last 3 digits of the number on the back of your card)

Name on card: _____

Our Purchase Order is attached

Invoice my organisation – mark for the attention of: _____

Training course bookings are subject to the Terms and Conditions overleaf and should be authorised by an appropriate manager.

Authorising Signature: _____ **Print Name:** _____

1. Training shall not be provided without the prior receipt of a valid order or advance payment.
2. An invoice will be issued on receipt of order and shall be due for payment 30 days from invoice date, whether or not this is in advance of the training dates.
3. Flowmaster Limited will make every reasonable effort to ensure that trainees are given suitable opportunity to attend the course(s) they require, subject to there being a maximum of eight and a minimum of two attendees booked on each course. Courses may have to be rescheduled if these criteria are not met. Customers are advised to contact Flowmaster prior to making a reservation.
 - a. Late cancellations or rescheduling of bookings by the customer will incur cancellation fees as below
 - b. If notice of cancellation is provided less than two weeks, but more than one week before the training date, then 50% of the fee will be due for payment.
 - c. If notice of cancellation is provided less than one week, but more than two days before the training date then 75% of the fee will be due for payment.
4. If attendance is cancelled during the two days before a course, then the whole fee will be due for payment.
5. Any customer who has paid in advance shall have the right to reschedule their booking onto any equivalent course provided that two weeks notice is given. Less notice will incur cancellation fees as above.
6. If any training is not taken up within six months after payment of the invoice, then the commitment to provide the training will be deemed to have expired.