

Training Course Order Form

Course Title:	
Course Date:	Duration: (days)
Course Cost	£
Subtotal	£
VAT @ 20%	£
Total Cost (inc vat)	£

Notes: Provisional bookings will be held for 14 days. For full booking terms and conditions, please see attached.

DELEGATE INFORMATION - Please complete all sections

Title	First Name	Surname	Delegate Job Title & Department:
WORK Telephone No. & Ext: Mob:		Delegate Work Email Address:	
Delegate WORK Address:		Postcode:	

BOOKER INFORMATION - Please complete all sections

Title	First Name	Surname	Booker Job Title & Department:
Booker Telephone No. & Ext:		Booker Email Address:	
Booker Address:		Fax Number:	
Postcode:			

PAYMENT INFORMATION - Please ensure details of payment accompany this form

Remittance Enclosed for:	£
Invoice address if different from above:	Postcode:

1. Official Order Number *(Please Attach Copy)*: See Attachment
2. Cheque: All cheques made payable to 'The Medical Room Limited'
3. BACS Transfer: Sort Code 40-24-20 Account number: 51629301

4. Credit / Debit Cards: We accept most major credit and debit cards. To pay by card, please telephone the Sales office on 01582 696023 and have your card details ready. Please note that Credit Card payments are subject to a handling fee which is automatically charged. No handling charges are applied to debit cards such as Maestro, Electron, or Delta.

SIGNED STATEMENT: I hereby confirm that I have read, understood and that I agree to The Medical Room's booking terms and conditions - attached - and that I have read the course overview and delegate prerequisite (if any) for this course which is available to view on our website: www.themedicalroom.com/Training

X Signed: _____ (Manager / Authorising Officer) Date:

Please complete and sign this form and email a scanned copy, post, or fax, accompanied by payment or copy of signed purchase order to:

Tel: +44 (0) 1582 696023 Email: training@themedicalroom.com Fax: +44 (0) 1582 647809 www.themedicalroom.com
 Training Department, The Medical Room Ltd, Shire Court, West Street, Dunstable, Bedfordshire, LU6 1NX



The Medical Room's Booking Terms and Conditions

The following Terms and Conditions are The Medical Room Limited's Booking Conditions for training courses, as published on our Website. These become binding when a place on The Medical Room's training course is booked and confirmed.

Booking Conditions and Information

1. Payment of the course fee, together with the VAT, must be received by The Medical Room before the course starts. Delegates are at risk of not being allowed to join the course if payment has not been received by the course start date. An invoice will be raised on booking and payment will be expected within 30 days of the invoice date (or sooner if the course starts during this period).

2. Refunds for cancellations requested by the customer will be given only if notice in writing is received, and acknowledged, by The Medical Room. The Medical Room shall be entitled to charge a cancellation fee as follows:

- Less than 5 weeks notice or non-attendance - 100% of the course fee
- 5 - 8 weeks written notice - 50% of the course fee
- 8 - 12 weeks written notice - 25% of the course fee
- 12 weeks + written notice - Full Refund will be given

3. Should a delegate wish to transfer their booking to an alternative date, the following admin charges will apply:

4 weeks or more notice - admin charge of 10% of the course fee.

Courses can only be transferred up to 4 weeks prior to the course start date. No transfers will be accepted in the 4 weeks preceding the course. Should a transferred booking be subsequently cancelled then the cancellation fees outlined above will be applied, as from the original start date of the original booking.

4. The course fee includes tuition, training materials, manuals (excluding Healthcare Technical Memoranda where required) and handouts as appropriate to the course. Where a course fee provides for residential accommodation, at the entire discretion of The Medical Room, this may be either at The Medical Room's premises or at suitably located hotels. No refund will be payable by The Medical Room in respect of any meal not taken by a student attending any course where such a meal is included in the course fee. Any other facilities or resources provided by The Medical Room (at the request of a student) and not expressly stated to be included in the course fee will be charged separately and will be payable on receipt of the facility or resource, or on receipt of the The Medical Room invoice, whichever first occurs. Where students who are non-residential choose to take an evening meal with their residential colleagues, they will be required to pay for their evening meal at the appropriate rate.

5. If any payment due to The Medical Room is in arrears for more than 30 days, the payment of all sums owed by the customer to The Medical Room shall become due immediately, and The Medical Room may charge interest on a daily basis at the rate of four percent above the base rate of HSBC Bank in force, from the due date for payment until the date of receipt.

6. It is the Customer's responsibility, having referred to relevant The Medical Room course information and literature including the course overview and delegate prerequisite (if any) for this course which is available to view on our website: www.themedicalroom.com, to ensure the course is suitable for the student's requirements. The Medical Room will provide the course with reasonable care and skill but makes no other warranty or representation about quality, suitability or otherwise in relation to the course or course content. The Medical Room accepts no liability in the event that the content of the course does not meet the Customer's or the student's requirements.

7. In extreme circumstances it may be necessary for The Medical Room to reschedule a course upon which a booking has been made. If the rescheduled dates of the course are not convenient to the Customer, The Medical Room's liability will be limited only to a refund of the fees paid, if any. The Medical Room reserves the right to change the course location.

8. All intellectual property rights, including copyright, patents, design rights and know-how in or relating to the course or course materials provided, or made available in connection with the course, remain the sole property of The Medical Room or its licensors and no copies of course materials may be made unless expressly agreed in writing by The Medical Room. The Customer agrees, for itself and on behalf of its Student(s), that by booking a course or courses the Customer and its Student(s) will agree to be bound by, and will comply with, any licences and agreements applicable to course materials and/or the means of delivery of course materials and Services (as defined below).

9. All students will be required to abide by any site security and health and safety measures operating at the course location. The Medical Room reserves the right to deny anyone access to its premises or courses if, in its absolute discretion, it deems it appropriate to do so for any reason. Its sole responsibility in those circumstances will be to refund the course fees to the Customer for any course to which the individual has been denied access. If the Customer or student concerned has broken the terms of this or any other relevant Agreement, no refunds will be made.

Courses on Customer's Nominated Site

The following conditions are an extension/amendment of the The Medical Room Booking Conditions 1-9 above and shall apply where a course is provided as a customer specific course at a customer provided and/or nominated location ("on-site course"):

- Only a director or employee of the Customer shall be entitled to attend an on-site course unless otherwise agreed in writing by The Medical Room.
- The content, timing and venue of an on-site course will be agreed by The Medical Room. All necessary resources and facilities will, at the Customer's expense, be provided by the Customer in accordance with The Medical Room's stated minimum requirements for the course, as communicated by The Medical Room.
- The Customer will take all reasonable steps to safeguard the personnel or representatives of The Medical Room when on the Customer's premises as well as any property brought onto such premises for the purpose of providing the course.
- The Medical Room accepts no liability for unsatisfactory or incomplete delivery of on-site training caused by inappropriate or inadequate resources or equipment being made available by the customer for the purpose of delivering the course on-site. The above terms only apply to our scheduled and on-site training. Terms and conditions for tailored or bespoke training and/or consultancy services are available on request.

Course Booking Information

Once you have made your booking for The Medical Room course, you will receive:

Course Information and Invoice: This provides you with your booking details and a VAT invoice. Please note: Health Trusts under contracted out of service regulations are able to reclaim VAT on a list of services including training, tuition and education.

Please ensure that your payment is returned at least 30 days before the course start date to confirm your place.

Course Joining Instructions

These provide you with essential information about the course such as location, start and finish times.