



SKILLS TRAINING CENTRE LTD

Mill Hill Depot, Bittacy Hill, Mill Hill, London, NW7 1BL.
 Tel. 020 8359 5157 Fax. 020 8359 5028 e-mail: info@skillstrainingcentre.co.uk
 www.skillstrainingcentre.co.uk

Booking Form

Please complete all sections in Type or *BLOCK CAPITALS*

Event Name : _____

Event Date(s) : _____

Costs (excluding VAT) : _____

(All costs are subject to VAT @ 17.5%)

N.B. Payment is due before the start of the event or within 30 days from date of invoice, whichever is the sooner.

For Office Use : Total Charge £ _____

- I enclose a cheque to the sum of £..... payable to "Skills Training Centre Ltd"
- Please send an invoice to the address below, our **official order** number is

	Contact Person	Invoice Address/Details	Event Location (If not at STC, Mill Hill Depot)
Name			
Position			
Company			
Address			
Tel.			
Fax.			
e-mail			

Title (Mr, Ms, Mrs, Miss)	Full Name of Delegate/s	Job Title

Booking Terms

1. A booking is only confirmed when the completed booking form is received and accepted by Skills Training Centre Ltd.
2. By completing this booking form you agree to be bound by Skills Training Centre Ltd standard Terms and Conditions (copies of which are available on request).
3. Unless advised otherwise - All delegates attending must bring their own Personal Protective Equipment and be competent to operate any machinery that will be used as part of the course/assessment.
4. If the Customer terminates this Agreement between 21 days and 15 days before the commencement of the event, STC shall be entitled to make a cancellation charge equal to 40% of the full Agreement fee.
5. If the Customer terminates this Agreement within 15 days before the commencement of event, or after the training and/or assessment has commenced, STC shall be entitled to make a cancellation charge equal to the full Agreement fee.