

# PRIVATE INDIVIDUAL CHECKOUT



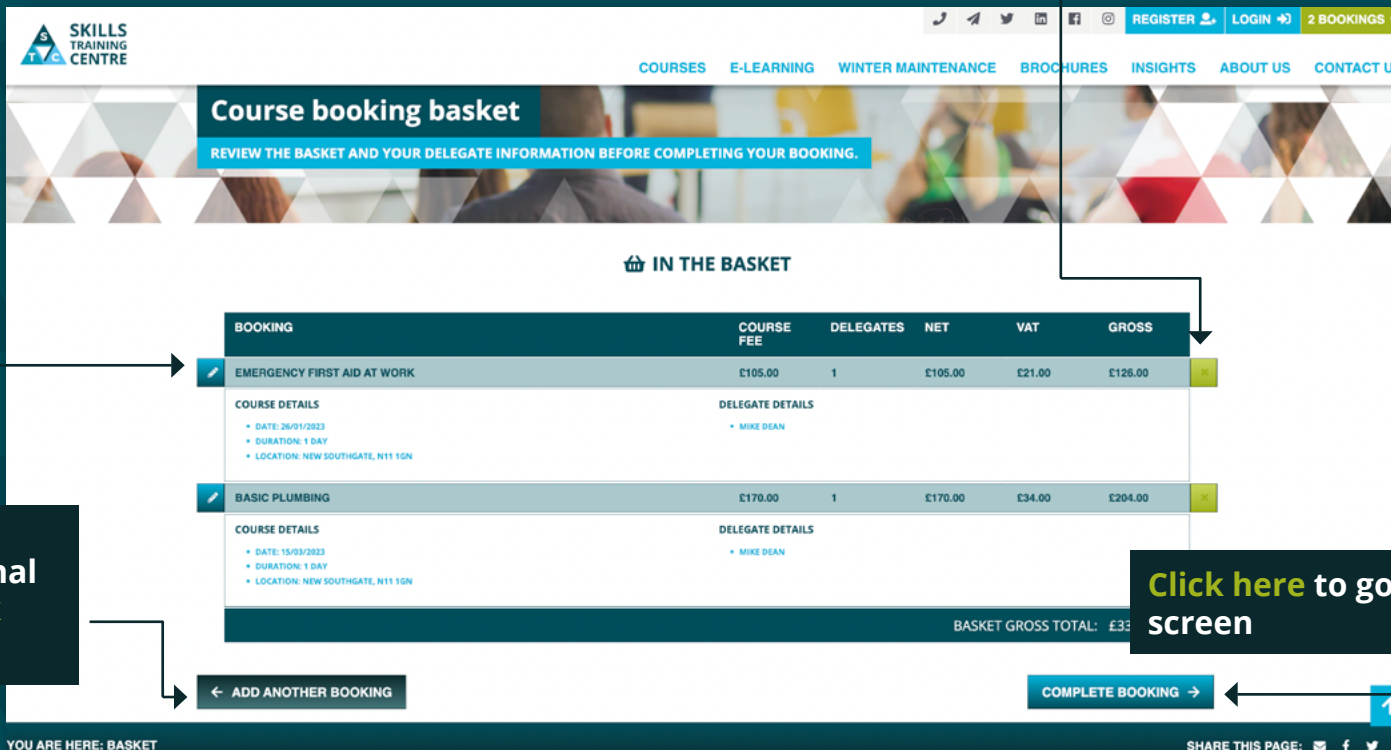
From any page of the website click here to go to your **Basket** so you can **Checkout**

The screenshot shows the homepage of the Skills Training Centre website. At the top left is the Skills Training Centre logo. To the right of the logo are social media icons for WhatsApp, Telegram, Twitter, LinkedIn, Facebook, and Instagram. Further right are buttons for 'REGISTER', 'LOGIN', and '0 BOOKINGS'. Below the logo is a navigation menu with links for 'COURSES', 'E-LEARNING', 'WINTER MAINTENANCE', 'BROCHURES', 'INSIGHTS', 'ABOUT US', and 'CONTACT US'. A search bar with the placeholder text 'Search our courses..' and a 'SEARCH' button is located below the navigation menu. Below the search bar is a banner with the text 'SIMPLE COST EFFECTIVE TRAINING SOLUTIONS AT YOUR FINGERTIPS'. The main content area features a large image of a classroom with a central text box that reads 'Specialists in providing skills and safety training for corporate and public sector organisations across the UK'. Below this text box is a blue bar with the text 'YOUR PERFECT TRAINING PARTNER FOR HIGHWAY INSPECTION; SECTOR SCHEMES; CONFINED SPACES; NEW ROADS & STREET WORKS; WINTER SERVICE; AND GROUNDS MAINTENANCE.' Below this bar are two buttons: 'COURSE SEARCH' and 'MAKE AN ENQUIRY'. At the bottom of the page, there are three promotional boxes: 'Course A-Z' with the text 'See a full list of our courses', 'Register for an account' with the text 'Members gain additional benefits with their own account. Manage your profile, delegates and orders all from one place.', and 'Sign up for updates' with the text 'Receive our latest news, information on new upcoming courses and special offers straight to your inbox.'

# YOUR BASKET

To edit the delegates you have booked onto the course **click the pencil at the end of the relevant course line**

To delete a course from your basket **click the cross at the end of the relevant line**



SKILLS TRAINING CENTRE



REGISTER LOGIN 2 BOOKINGS

COURSES E-LEARNING WINTER MAINTENANCE BROCHURES INSIGHTS ABOUT US CONTACT US

## Course booking basket

REVIEW THE BASKET AND YOUR DELEGATE INFORMATION BEFORE COMPLETING YOUR BOOKING.

### IN THE BASKET


BOOKING	COURSE FEE	DELEGATES	NET	VAT	GROSS
 EMERGENCY FIRST AID AT WORK	£105.00	1	£105.00	£21.00	£126.00
<b>COURSE DETAILS</b> <ul style="list-style-type: none"><li>DATE: 26/01/2023</li><li>DURATION: 1 DAY</li><li>LOCATION: NEW SOUTHGATE, N11 1GN</li></ul>		<b>DELEGATE DETAILS</b> <ul style="list-style-type: none"><li>MIKE DEAN</li></ul>			
 BASIC PLUMBING	£170.00	1	£170.00	£34.00	£204.00
<b>COURSE DETAILS</b> <ul style="list-style-type: none"><li>DATE: 15/03/2023</li><li>DURATION: 1 DAY</li><li>LOCATION: NEW SOUTHGATE, N11 1GN</li></ul>		<b>DELEGATE DETAILS</b> <ul style="list-style-type: none"><li>MIKE DEAN</li></ul>			

BASKET GROSS TOTAL: £333.00

← ADD ANOTHER BOOKING

COMPLETE BOOKING →

YOU ARE HERE: BASKET

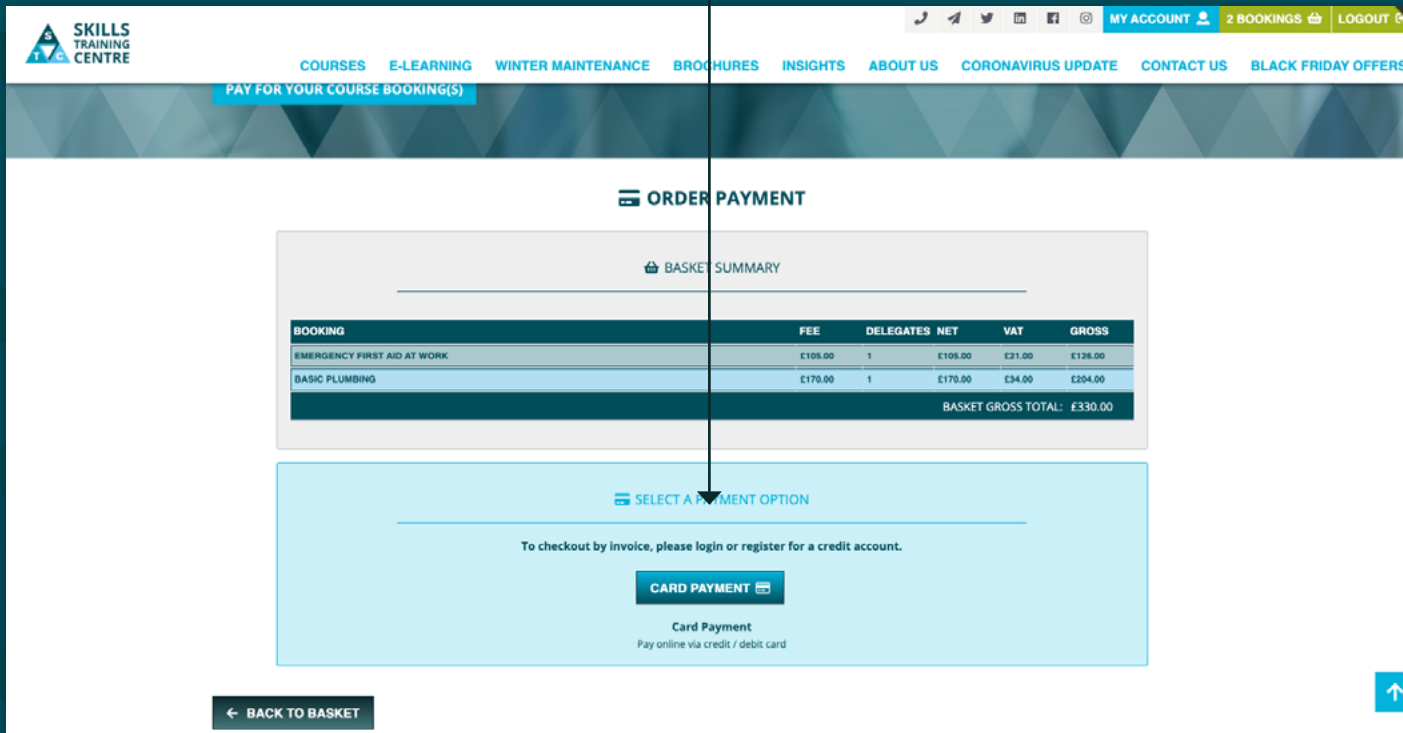
SHARE THIS PAGE: 

If you need to make additional bookings **click here**

**Click here** to go to the payment screen

# PAYMENT SELECTION

To pay by credit card select  
the  
**'PAY BY CARD'** button



SKILLS TRAINING CENTRE

COURSES E-LEARNING WINTER MAINTENANCE BROCHURES INSIGHTS ABOUT US CORONAVIRUS UPDATE CONTACT US BLACK FRIDAY OFFERS

PAY FOR YOUR COURSE BOOKING(S)

MY ACCOUNT 2 BOOKINGS LOGOUT

## ORDER PAYMENT

BASKET SUMMARY

BOOKING	FEE	DELEGATES	NET	VAT	GROSS
EMERGENCY FIRST AID AT WORK	£105.00	1	£105.00	£21.00	£126.00
BASIC PLUMBING	£170.00	1	£170.00	£34.00	£204.00
BASKET GROSS TOTAL:					£330.00

SELECT A PAYMENT OPTION

To checkout by invoice, please login or register for a credit account.

**CARD PAYMENT**

Card Payment  
Pay online via credit / debit card

← BACK TO BASKET

↑

# PAY BY CARD – BILLING DETAILS

Email Address that the card payment receipt will be sent to

This will be pre-populated with the email address attached to your account

Enter the name that is displayed on the card you are making paying with

The courses you are booking will be displayed here

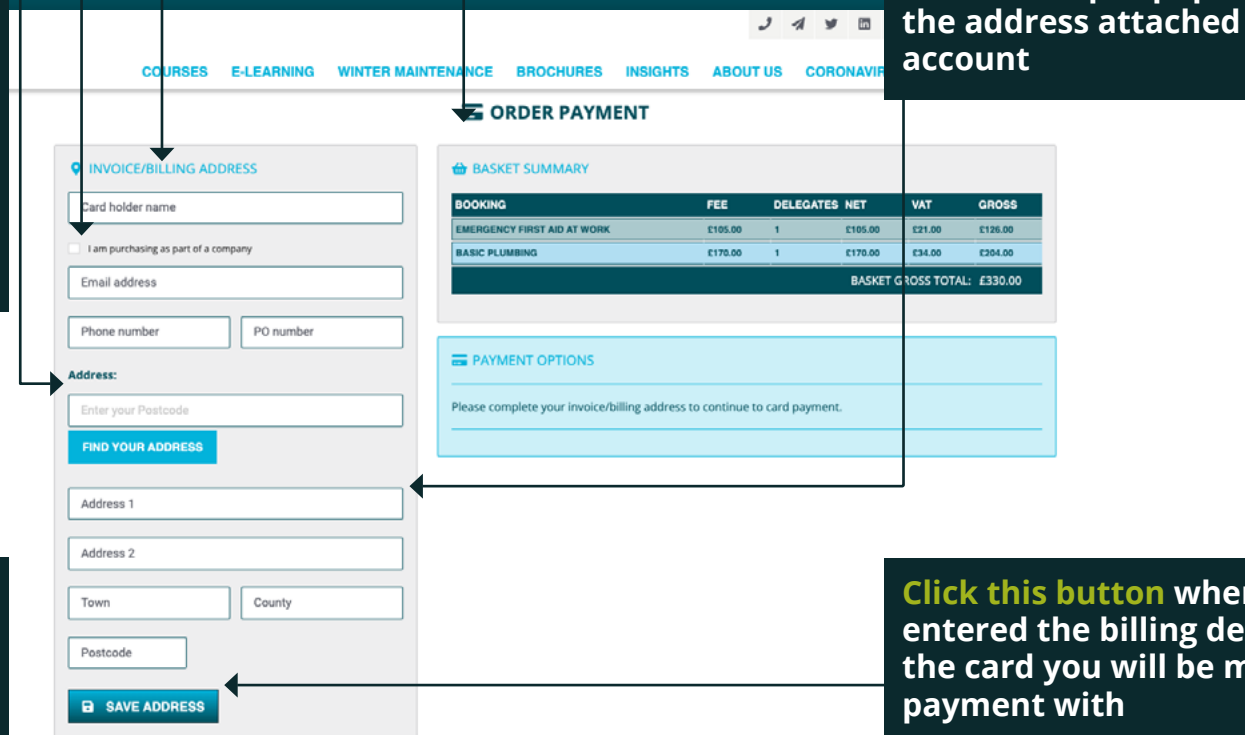
If the billing address shown is not correct

Type in your PostCode then press the 'FIND YOUR ADDRESS' button to search for your address.

You can then select your address from the drop down menu

Billing Address for the card you are making payment with

This will be pre-populated with the address attached to your account



**ORDER PAYMENT**

**INVOICE/BILLING ADDRESS**

Card holder name

I am purchasing as part of a company

Email address

Phone number PO number

**Address:**

Enter your Postcode

**FIND YOUR ADDRESS**

Address 1

Address 2

Town County

Postcode

**SAVE ADDRESS**

**BASKET SUMMARY**

BOOKING	FEE	DELEGATES	NET	VAT	GROSS
EMERGENCY FIRST AID AT WORK	£105.00	1	£105.00	£21.00	£126.00
BASIC PLUMBING	£170.00	1	£170.00	£34.00	£204.00
BASKET GROSS TOTAL:					£330.00

**PAYMENT OPTIONS**

Please complete your invoice/billing address to continue to card payment.

If you need to edit the delegate names on your selected course(s) or add additional course(s) click back

Click this button when you have entered the billing details for the card you will be making payment with

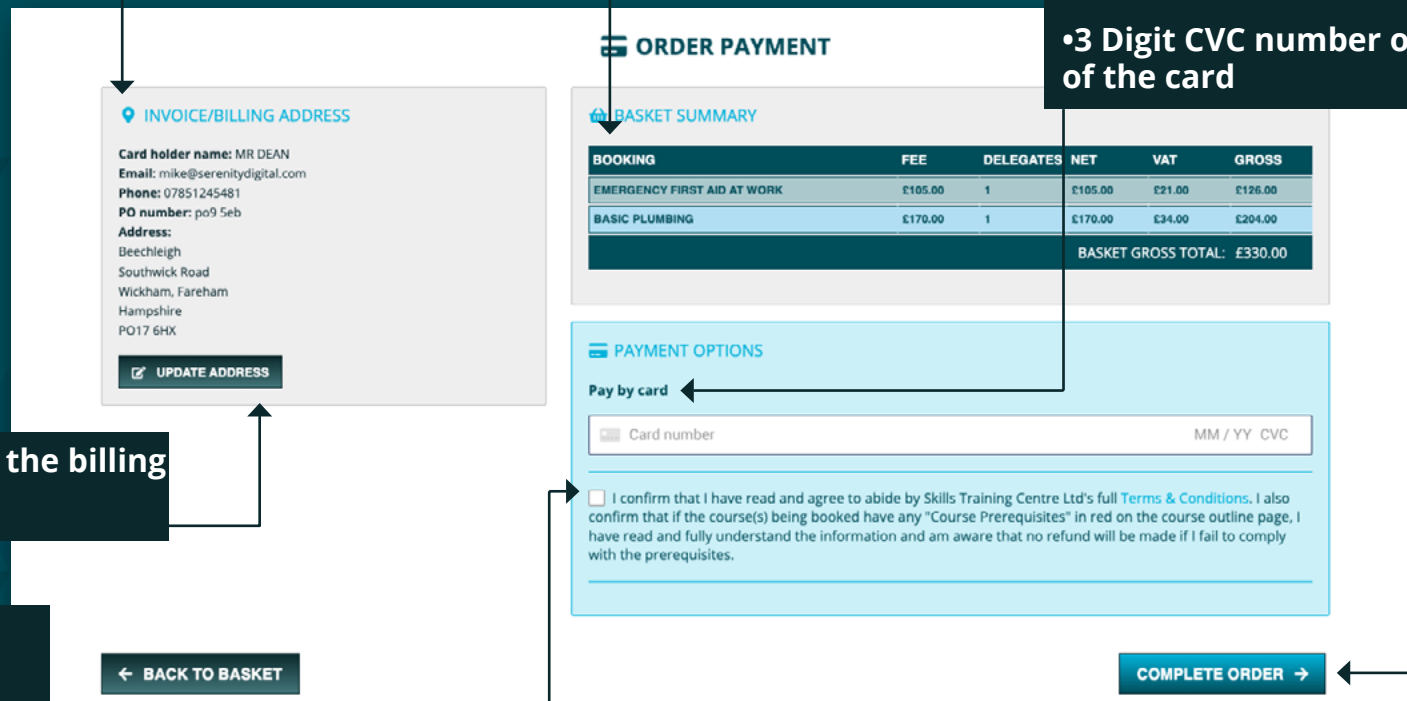
# PAY BY CARD – PAYMENT DETAILS

**Billing Address** for the card you are making payment with

The courses you are booking will be displayed here

Enter in this box the;

- 16 Digit Card number
- Expiry date of the card
- 3 Digit CVC number on the rear of the card



**ORDER PAYMENT**

**INVOICE/BILLING ADDRESS**

Card holder name: MR DEAN  
Email: mike@serenitydigital.com  
Phone: 07851245481  
PO number: po9 Seb  
Address:  
Beechleigh  
Southwick Road  
Wickham, Fareham  
Hampshire  
PO17 6HX

[UPDATE ADDRESS](#)

**BASKET SUMMARY**

BOOKING	FEE	DELEGATES	NET	VAT	GROSS
EMERGENCY FIRST AID AT WORK	£105.00	1	£105.00	£21.00	£126.00
BASIC PLUMBING	£170.00	1	£170.00	£34.00	£204.00
BASKET GROSS TOTAL:					£330.00

**PAYMENT OPTIONS**

Pay by card ←

Card number  MM / YY CVC

I confirm that I have read and agree to abide by Skills Training Centre Ltd's full [Terms & Conditions](#). I also confirm that if the course(s) being booked have any "Course Prerequisites" in red on the course outline page, I have read and fully understand the information and am aware that no refund will be made if I fail to comply with the prerequisites.

[← BACK TO BASKET](#) [COMPLETE ORDER →](#)

To change / update the billing address [click here](#)

Tick this box to confirm that you have read and agree to abide by Skills Training Centre Ltd's full Terms & Conditions and Course Prerequisites

Once you have entered your card details, [click here to make payment for your courses and to complete your order](#)

# ORDER CONFIRMATION SCREEN – CARD PAYMENT

**Courses you have booked.**  
If you have booked more than 1 course then there will be multiple course titles shown here

**STC Order Number for your booking,** please quote this if you need to contact Skills Training Centre about your booking

**Number of delegates** that you have booked onto this course

**Total cost** of the booking you have made.

ORDER NUMBER: 2751

We are currently processing your order and will email you soon with confirmation.

BOOKING	FEE	DELEGATES	NET	VAT	GROSS
EMERGENCY FIRST AID AT WORK	£105.00	1	£105.00	£21.00	£126.00
BASIC PLUMBING	£170.00	1	£170.00	£34.00	£204.00
BASKET GROSS TOTAL: £330.00					

## ATTENDEE(S)

### Emergency First Aid at Work

New Southgate, N11 1GN | 26/01/2023 | 1 day

- Delegate 1 Mr Mike Dean

### Basic Plumbing

New Southgate, N11 1GN | 15/03/2023 | 1 day

- Delegate 1 Mr Mike Dean

## INVOICE DETAILS

### Name

MR DEAN

### Email address

mike@serenitydigital.com

### Phone

07851245481

### PO number

po9 5eb

### Address

Beechleigh  
Southwick Road  
Wickham, Fareham  
Hampshire  
PO17 6HX

**Your contact details**

**Course name, location, date and duration**

If you have booked more courses they will appear below these on the confirmation screen

Names of the delegates you have booked onto the course. If you have booked any Delegate TBA's please email the delegate name(s) for the course(s) to

[operations@skillstrainingcentre.co.uk](mailto:operations@skillstrainingcentre.co.uk)

FIND ANOTHER COURSE 🔍

# ORDER CONFIRMATION EMAIL

## – CARD PAYMENT



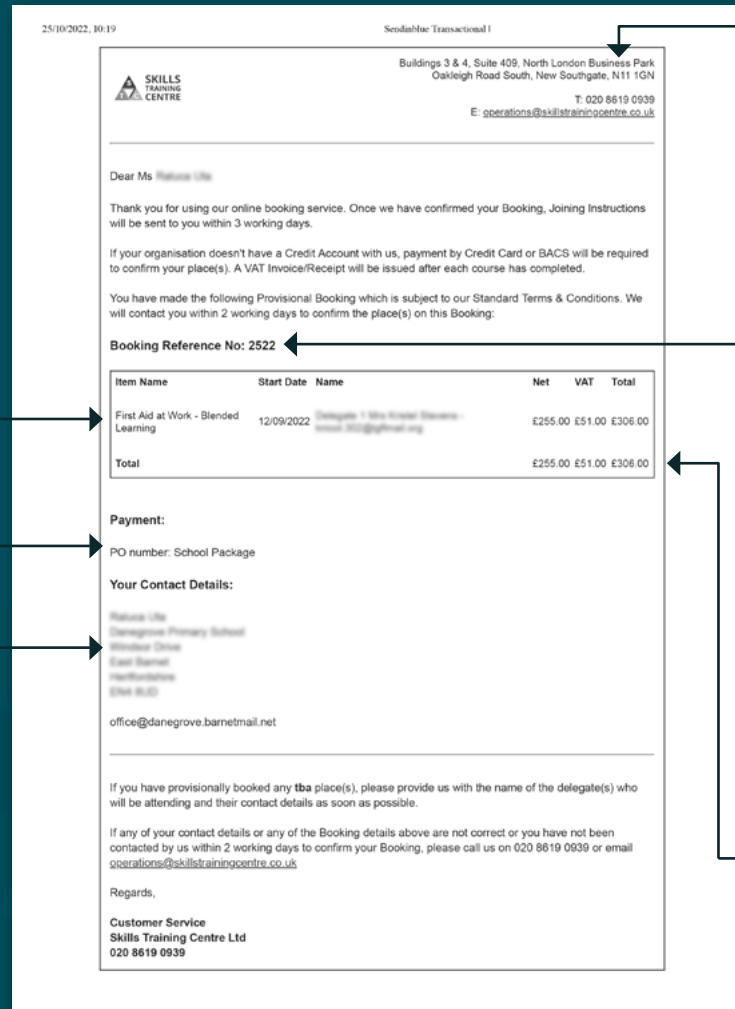
This email confirmation will be sent to the email address that is registered to your online account.

Joining Instructions for your booking will be emailed to you within 3 working days.

Courses you have booked, date of courses and names of delegates booked onto the courses

Confirmation that you made payment by card

Your contact details



Skills Training Centre contact details

STC Order Number for your booking, please quote this if you need to contact Skills Training Centre about your booking

If you have booked any Delegate TBA's onto your course bookings please email the delegate name(s) for each course(s) to

[operations@skillstrainingcentre.co.uk](mailto:operations@skillstrainingcentre.co.uk)