



# BOOKING FORM

Skills Training Centre Ltd, info@skillstrainingcentre.co.uk [www.skillstrainingcentre.co.uk](http://www.skillstrainingcentre.co.uk)

PLEASE COMPLETE ALL SECTIONS IN TYPE or *BLOCK CAPITALS*

Event Name \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Event Cost \_\_\_\_\_

**PAYMENT** is due before the start of the event unless you have an STC 30 day credit account (details available on request).  
*Please note: we will require EITHER payment in advance of the course OR a purchase order number in order to confirm your booking*

Please send me a secure payment link.

We have an STC Credit Account. Our purchase order number is \_\_\_\_\_

*Denotes mandatory fields*

PERSON BOOKING EVENT <small>(highlighted sections are mandatory)</small>	*BILLING CONTACT <small>Tick if same as person booking event or complete below</small>
*Name _____	Name _____
Position _____	Position _____
*Company _____	Company _____
*Address _____	Address _____
_____	_____
*Postcode _____	Postcode _____
*Tel _____	Tel _____
*Mobile _____	Mobile _____
*Email _____	Email _____

EVENT LOCATION	<input checked="" type="checkbox"/> At STC, <small>(please tick)</small>
Contact _____	
Company _____	
Address _____	
_____	
Tel _____	Postcode _____
Email _____	Mobile _____

CANDIDATE DETAILS
I would like to book _____ Places (candidates names to follow)
Name
1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____

**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. 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, and have received Manual Handling Training.
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.

STC OFFICE USE			
STC PO No. _____	Sales Person: _____	Co-ordinator: _____	New Event on BO Required <input type="checkbox"/>
Mileage calculation £0.45 x _____ miles = £ _____	Total calculated cost = £ _____		Handover required: YES/NO (please delete as necessary)
SALES INITIAL _____	OPERATIONS INITIAL _____	TRAINER'S NAME: _____	