

## Training Course/ Seminar Booking Form

Please return completed form to:

**Espi Ltd**  
Network House  
St Neots Road  
Dry Drayton  
Cambridge  
CB23 8AY

**Dietary requirements please state:**

- Vegetarian  
 Vegan  
 Gluten Free  
 Dairy Free  
 Other (Detail)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Other Contact Details:**

 01954 213 999

 01954 213 998

 Sales@espi.net



## Company Details

Company Name	
Address	
Postcode	
Telephone No	
Email	

Course/Seminar	
Date	
Delegate Name	
Delegate Name	
Delegate Name	

## Payment Details—Training Courses only

- I enclose a cheque/debit my card for the full amount
- I enclose a cheque/debit my card for the deposit (£50 +VAT per person)
- NOTE: Full payment should be received no later than 14 days prior to the course date
- I wish to pay by credit card

**Credit Card Number:**

**Expiry Date**

/

Security No:

**Card Type**

Mastercard

Visa

NOTE: ELECTRON, SOLO, OR AMERICAN EXPRESS CARDS CANNOT BE ACCEPTED

Name of Card Holder \_\_\_\_\_

Signature \_\_\_\_\_

Payments are due in full prior to course date. If booking less than 14 days prior to course date payment in full should be sent. All bookings are accepted on a basis that various charges will apply should you wish to cancel or re-schedule your booking. For details of these charges, contact Espi.

# Terms and Conditions

## Standard Terms and Conditions

### Rescheduling and/or Cancellation of Training Courses

Please note that all bookings for training courses are accepted on the basis that the following charges will apply to cancellations or requests for rescheduling.

#### 1. Cancellation charges are as follows:

1.1 If notification is received 28 working days or more in advance of the scheduled date of the course, 50% of the fee already paid will be refunded.

1.2 In respect of notifications of cancellation received less than 28 working days in advance of the scheduled date of the course, there can be no refund.

#### 2. Rescheduling charges are as follows:

2.1 For requests received 28 working days or more in advance of the scheduled date of the course, no charge.

2.2 For notification given between 14 and 28 working days before the course date a charge of £50 (+ VAT) per course will be charged to reschedule.

2.3 For requests received to reschedule less than 14 days before the course there will be no refund of the fee already paid.

2.4 In the event of non-attendance where payment has not been received, the delegate fee will remain due and payable.

### Contact Details:

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 01954 213 998

 [Sales@espi.net](mailto:Sales@espi.net)

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