OPEN PROGRAMME BOOKING FORM



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Name		Address			
Organisation					
Position					
Telephone		Fax			
Email					
Please give deta	ails of any disability and/or dietar	ry requirements an	nd we will ensure that yo	ur needs ar	e met:
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Programme	Location	Dates	£ + VAT	finc VAT
Level 4 Award in Food Safety in Catering			£795.00	£934.13
Level 4 Award in Food Safety in Manufacturing			£795.00	£934.13
Level 3 Award in Food Safety in Catering			£495.00	£594.00
Level 3 Award in Food Safety in Manufacturing			£495.00	£594.00
Level 3 Award in Food Safety in Retail			£495.00	£594.00
Level 4 Award in HACCP			£795.00	£934.13
Level 3 Award in HACCP			£650.00	£763.75
Fundamentals of HACCP			£280.00	£329.00
Internal Auditing to BRC Standards			£470.00	£552.25
Level 4 Award in Health & Safety			£795.00	£934.13
Level 3 Award in Health & Safety			£495.00	£594.00
Level 3 Award in PTTLS			£795.00	£934.13
Level 3 Award in Training & Skills Practice			£650.00	£763.75

How to Book		
4	Book online at www.careerstepsltd.co.uk	
=	Return this form with payment (see attached Terms & Conditions) to Career Steps at the address below	
\bowtie	Reserve your place* by emailing this form to training@careerstepsltd.co.uk	
~	Reserve your place* by phoning 0870 0660 328	

	Authorisation	
I confirm that I have read and agree to the attached Terms & Conditions		
	Signed	Dated

Career Steps Ltd

^{*} Unless agreed otherwise in writing by Career Steps Ltd, bookings are not confirmed until payment has been received in full

TERMS & CONDITIONS



Programme Fees

Programme fees are inclusive of:

- Tutorials
- Text Book and/or course materials
- Lunch and refreshments
- Registration, Certification & Verification fees
- Post-programme email/telephone support

Payment

Payment can be made by:

- Cheque made payable to Career Steps Ltd
- Online through Paypal at <u>www.careerstepsltd.co.uk</u>
- Bank transfer to:

Bank: Lloyds TSB plc Account Name: Career Steps Ltd

Account No: 01745968 **Sort Code**: 30-90-16

Reference: [Delegate Surname]

A VAT invoice will be sent with the Programme Information at least two weeks prior to the start date.

Cancellation

Notice of Cancellation

Less than 14 days

If you withdraw from a confirmed booking, your confirmed place can be transferred to an alternative date or another delegate free of charge.

In all other circumstances, the following cancellation charges will apply:

Programme	Price Charged	
4 weeks or more	0%	
15 - 30 days	50%	

Cancellation by Career Steps Ltd

Where circumstances force us to cancel a programme, our liability will be limited to refunding fees paid for that particular programme. We are not liable for any other loss incurred by you.

Programme Information

Full delegate and programme information will be sent at least two weeks prior to the start date.

We reserve the right to change the details of a programme leading to a qualification, without notice, where the course content and/or qualification title is predetermined by an Awarding Body (eg: CIEH, RSPH, ILM).

Venue

We reserve the right to run programmes at a different venue from the one specified, when necessary. If this is the case, we will tell you as soon as possible and provide you with full information, ie: directions etc.

No accommodation is provided with any programme; however, we have details of hotels local to each venue which can be provided upon request by emailing training@careerstepsltd.co.uk.

Privacy and Data Protection

We do not sell, trade or rent your personal information to any third party.

We will add your details to our database to process your booking and so that we can keep you up to date with relevant details of our services.

If you do not want to receive any further information from us by post, phone or email, please contact us at training@careerstepsltd.co.uk or call 0870 0660 328.

Percentage of

100%