



# BOOKING FORM

Skills Training Centre Ltd [info@skillstrainingcentre.co.uk](mailto: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 £ \_\_\_\_\_ per candidate / for up to \_\_\_\_\_ candidates (please delete as necessary)

**ADDITIONAL COSTS** All costs are subject to VAT at 20%

Additional candidates @ £ \_\_\_\_\_ per candidate

Return mileage @ £0.45 per mile from STC to training venue

Licence fees @ £ \_\_\_\_\_ per candidate

Overnight accommodation @ £85 per night (if required)

Certificate fees @ £ \_\_\_\_\_ per candidate

Other costs £ \_\_\_\_\_

Registration & assessment fees @ £ \_\_\_\_\_ per candidate

**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 charge my credit/debit card or please call me to take payment (delete as appropriate)

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

Your ref/buyer ID etc \_\_\_\_\_

**\* Denotes mandatory fields**

PERSON BOOKING EVENT (highlighted sections are mandatory)	
*Name	_____
Position	_____
*Company	_____
*Address	_____
_____	_____
*Postcode	_____
*Tel	_____
Mobile	_____
Email	_____

*BILLING CONTACT	<input type="checkbox"/> Tick if same as person booking event or complete below
Name	_____
Position	_____
Company	_____
Address	_____
_____	_____
Postcode	_____
Tel	_____
Mobile	_____
Email	_____

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

CANDIDATE DETAILS		
I would like to book _____	Places (candidates names to follow)	
	Name	Job Title
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. 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.

STC OFFICE USE					
STC PO No.	_____	Sales Person:	_____	Co-ordinator:	_____
Mileage calculation £0.45 x _____ miles = £ _____	Total calculated cost = £ _____	Handover required:	YES/NO (please delete as necessary)	New Event on C4 Required	<input type="checkbox"/>
SALES INITIAL	_____	OPERATIONS INITIAL	_____	TRAINER'S NAME:	_____