



BOOKING FORM

Skills Training Centre Ltd, Mill Hill Depot, Bittacy Hill, Mill Hill, London NW7 1BL T: 020 8359 5157 F: 020 8359 5028 info@skillstrainingcentre.co.uk www.skillstrainingcentre.co.uk

PLEASE COMPLETE ALL SECTIONS IN TYPE or *BLOCK CAPITALS*

Event Name _____

Event Date(s) _____

Event Cost £ _____

ADDITIONAL COSTS All costs are subject to VAT at 20%

Additional candidates

Return mileage @ £0.40 per mile from NW7 1BL to training venue

Licence fees @ £ _____

Overnight accommodation @ £75 per night (if required)

Certificate fees @ £ _____

Other costs £ _____

Registration & assessment fees @ £ _____

PAYMENT is due before the start of the event unless you have an STC 30 day credit account (details available on request)

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 _____

PERSON BOOKING EVENT	
Name	_____
Position	_____
Company	_____
Address	_____

Postcode	_____
Tel	_____
Mobile	_____
Email	_____

BILLING CONTACT	
<input type="checkbox"/> Same as person booking event (please tick)	
Name	_____
Position	_____
Company	_____
Address	_____

Postcode	_____
Tel	_____
Mobile	_____
Email	_____

EVENT LOCATION	
<input type="checkbox"/> At STC, Mill Hill Depot (please tick)	
Contact	_____
Company	_____
Address	_____

	Postcode _____
Tel	_____
	Mobile _____
Email	_____

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			
Trainer/Assessor:	STC PO No.	Sales Person:	Co-ordinator:
Mileage calculation £0.40 x _____	miles = £ _____	Invoice number:	Invoice date:
Total calculated cost = £ _____	SALES <input type="checkbox"/>	TB <input type="checkbox"/>	KT <input type="checkbox"/>
	JS <input type="checkbox"/>	OPERATIONS <input type="checkbox"/>	PB <input type="checkbox"/>
		CF <input type="checkbox"/>	LO <input type="checkbox"/>
		VS <input type="checkbox"/>	DL <input type="checkbox"/>