

Course Booking Form

Please fill this form either online, send by email, fax or post this form to:

Terry Gormley Enterprises Ltd, Unit 8 Fusion @ Magna, Magna Way, Rotherham S60 1FE
 Tel: 0845 0553 999 • Fax: 0845 0553 966 • Email: bookings@firetrainingacademy.co.uk • Website: www.firetrainingacademy.co.uk

Course Details

Course name:	
Preferred course date(s):	
Alternative course date(s):	

Delegate Details

First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	
First Name		Last Name	
Email		Mobile	

Course Booking Form

Course Details:		Yes	No
Please state if the course is required on your premises			
Please state if the course is required on one of our venues			
Venue Location			
Venue Date			

Customer Details

Company name:	
Address 1	
Address 2	
Town	
City	
County	
Postcode	

Training Venue Details

Address where training is to be carried out if different to above (leave blank if training venue is same as billing address)

Company name:	
Address 1	
Address 2	
Town	
City	
County	
Postcode	

Contact Details and Telephone Number of Person at Training Venue:

--

Onsite Fire Training Conditions (please confirm)	Yes	No
Do you have a training room/classroom with a convenient electricity supply and a plain light coloured wall or projector screen to enable the trainer to carry out the power point presentation		
Is reserved on site parking available for the trainer for the duration of the course		
Can you provide a cordoned off outside area approximately 5m2 or four car parking bays for the live fire training. The area to be free from combustible material, overhead power cables etc		

Method of Payment

Method of Payment (tick box)

Enclosed is a cheque for the total cost of the order (payable to Terry Gormley Enterprises Ltd)

Please Invoice Our purchase order no. (if applicable)

Debit/Credit Card no.

Name on Card Issue No. Valid from /

Please indicate card type Expiry date /

Security number (last three digits on reverse of card)

Invoice Address

Company name:	
Address 1	
Address 2	
Town	
City	
County	
Postcode	

Please sign to confirm you have read our terms and conditions and agree to adhere to them

Name in capitals	
Position	
Signature	
Date	
Email address	
Contact telephone no:	

Thank you for your booking!
We promise to deliver you the best training available in the UK GUARANTEED



Managing Director



Terms and Conditions

1. Upon receipt of the Fire Training Academy™ booking form an acknowledgement, if requested, will be sent confirming your reservation. An invoice will follow.

2. Payment should be received at our head office, either with the booking form, or no later than 28 working days before the first day of the course.

3. Full joining instructions will be sent, where required, and will arrive no later than 2 weeks before the course commences.

4. Cancellation of a Booking
Where cancellation is received up to 5 weeks before the commencement of a course booking there will be no cancellation charge for the course fee. The Fire Training Academy™ reserves the right to charge for any development work or/and course administration fee that had been undertaken before that date.

Where cancellation is received 3-5 weeks before the start of the course, there will be a charge of 50% of the course cost. Where cancellation is received within 3 weeks of the course, the full cost of the course will be payable.

5. We will try to accommodate requests for postponements, reductions in numbers, changes to durations or changes to agreed dates whenever possible but reserve the right to impose a cancellation charge or the forfeit of deposits.

6. Payment details: Cheques should be made payable to Terry Gormley Enterprises Ltd and crossed 'A/C payee only'. Credit and debit card facilities are available but may be subject to an additional fee.

7. Fire Training Academy™ reserves the right to cancel a course up to and including the date of the course. Delegates will be offered an alternative date or a full refund of the course fee.

8. Onsite Assessment
Our trainers will carry out an assessment of the areas supplied for the fire training prior to any training taking place. Should any areas be considered not suitable for live fire training by the trainer then the training will not take place. In the event that the training is not carried out then there will be no redress for the cancellation of the course.

9. Non Payment
In the event of non payment, interest will be charged with effect from the first day of the course at a rate of 8% per month thereof, added to the course fee.

10. Non Payment
Fire Training Academy™ reserves the right to invoice for an additional administration charge should payment not be received prior to the course commencing.

11. Delegate substitutions can be made at the discretion of the Fire Training Academy™, a fee may be charged for this service.

12. In all cases our Terms and Conditions of sales will override any Terms and Conditions of purchase set out by the buyer and our proceeding with your order will be in accordance with these terms.

13. Fire Training Academy™ is a trading name for Terry Gormley Enterprises Ltd

Pricing Policy

The prices that are given are reviewed regularly by the Fire Training Academy™ and are exclusive of VAT.

The Fire Training Academy™ offer a 100% money back guarantee on all our courses should all of your staff believe that they have not received a good quality fire training course.

General Course Information

1. The courses shown are those currently offered by Fire Training Academy™, and the contents remain their property at all times.

2. Pricing Structure: All prices are exclusive of VAT

3. Accommodation: All course fee's are shown exclusive of accommodation unless otherwise stated. Further advice about accommodation is available from Fire Training Academy™ on 0845 0553 999

4. Refreshments all full day training courses include refreshments and meals where appropriate. Half day courses include light refreshments.

5. Transport: Unless otherwise stated, all process are exclusive of transportation either to or from the training venue.

6. Overseas students: Overseas customers are reminded that the language of instruction is English. It is the responsibility of any overseas customer to ensure that the delegates language skills are sufficient to carry out the training course.

7. Students are requested to provide any special requirements that they may have.