

Booking No.:

Date:

Delegate booking form

Training Course	
Date(s)	
Location	Holiday Inn Express, Albert Dock, Liverpool
Fee (s)	[Contact us]
Net VAT Total Due	

Delegate details

Title	Mr/ Mrs/ Ms/ Miss/ Other please specify:		
First name		Surname	
Date of birth		Gender	
Home Address			
Town		Postcode	
Phone (daytime)		Mobile	
Email			
Special requirements (<i>diet, access etc.</i>)			

Invoice details

Name	
Email	
Address	

Invoicing and payments	Payment is due no later than 30 Working Days before the start date of the course. If the booking is for multiple courses payment will be due no later than 30 Working Days before the start date of the earliest course. This Booking will be invoiced on receipt of confirmation.
Please ensure invoice details are correct. If you need to make amendments, contact Dailey Consultancy.	
I confirm that I have read the terms of this document (please see last page), in particular clause 4 concerning the delegate's training course prerequisites requirement and the Terms and Conditions for the Supply of Goods, Services and Digital content found on the Dailey Consultancy website.	
Name:	Signature:
Job Role:	
Purchase Order Number (If Applicable):	
Please indicate if you wish to pay by credit card:	
If you wish to pay by credit card, please enter the card holders name and contact details below and we will contact the card holder to arrange payment.	
Card Holders Name:	
Telephone Number:	

Delegate booking – terms and conditions

1. **Terms and conditions**, should be read together with our terms and conditions for the Supply of Goods, Services and Digital content
 2. **When we will provide the products where the products are one-off services.** Acceptance of confirmation is required in writing. We will begin the services on the date agreed with you during the order process. The completion date for the services is as told to you during the order process.
 3. **Entry into examination following receipt of services.** We will make every reasonable effort to prepare candidates for the examinations by means of its services.
 - a) We reserve the right to exclude you from any invigilated examination, should we or our representatives providing the services or invigilating the examinations judge that you are insufficiently prepared for the examinations.
 - b) In the event that we incur registration costs from the examining body, we will charge you examination fees for papers from which you have been withdrawn.
 - c) In the event that you have been previously excluded we will make every reasonable effort to offer previously excluded persons further opportunities to prepare for and take the examinations.
 - d) In the event that there is no formal examination following the provision of services, in instances such as on-line training, no examination fees or bookings are required.
 4. **Prerequisites.** Each training course delegate must meet the prerequisites specified for the course they wish to attend. For the avoidance of doubt it is your responsibility to ensure that all your delegates meet the course prerequisites, which can be found on the Dailey Consultancy website.
 5. **How long do consumers have to change their minds?** If you are a consumer how long you have to change your mind depends on what you have ordered and how it is delivered.
- Have you bought services?** If so, you have one month after the day we email you to confirm we accept your order with no incursion of cancellation charges, see clause 6 below. However, once we have completed the services you cannot change your mind, even if the period is still running.

6. **You must compensate us if you break the contract.** If we end the contract in the situations set out in clause 10.1 of Terms and Conditions for the Supply of Goods, Services and Digital content. we will refund any money you have paid in advance for products we have not provided but we may deduct or charge you a percentage of the price, as compensation for the net costs we will incur as a result. In the event that a contract for the provision of services such as training the below cancellation / reschedule timescale is applicable:

Date of Cancellation / Reschedule	Percentage of price to be incurred
More than 30 days prior to the provision of Services	No charge
21-30 days prior to the provision of Services	50% of total order price
11-20 days prior to the provision of Services	75% of total order price
Less than 10 days prior to the provision of Services	100% of total order price

7. **We may withdraw the product.** We may write to you to let you know that we are going to stop providing the product. We will let you know at least one month in advance of our stopping the supply of the product and will refund any sums you have paid in advance for products which will not be provided.
8. **Price and Payment. Where to find the price for the product.** The price of the product (which excluding VAT) will be the price indicated on the order pages when you placed your order. We use our best efforts to ensure that the price of the product advised to you is correct. However please see clause 14.3 of the Terms and Conditions for the Supply of Goods, Services and Digital content for what happens if we discover an error in the price of the product you order.
9. **When you must pay and how you must pay.** We accept payment through Worldpay. When you must pay depends on what product you are buying: For services, we will invoice you for the balance of the price of the services prior to their completion when booking. You must pay the total amount due in order to secure the services. If a request for services is made 3 days prior to their delivery contact us at +44 (0)7480 184 184 to enquire.
10. **Images, photographs and videos taken.** We may use any images, photographs or videos taken during the delivery of our services on www.daileyconsultancy.com for reference and marketing purposes. Any other purposes for use of images/videos. If you do not consent to the use of your images on our website, you have the right to ask us not to process your images. You can exercise your right to prevent such processing at any time before placing your order or confirming payment, whichever is first, by contacting us at 77 Ye Priory Court, Allerton, Liverpool L25 7BG or info@daileyconsultancy.com
11. **We may transfer this agreement to someone else.** We may transfer our rights and obligations under these terms to another organisation. We will always tell you in writing if this happens will contact you to let you know if we plan

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to do this. If you are unhappy with the transfer you may contact us to end the contract within one month of us telling you about it and we will refund you any payments you have made in advance for products not provided.

- 12. You need our consent to transfer your rights to someone else** (except that you can always transfer our guarantee). You may only transfer your rights or your obligations under these terms to another person if we agree to this in writing. We may not agree if the services have not been paid for.