



Training Course Registration Form

Please complete this registration form in full and submit for the attention of the Training department via email, fax or post.

Candidate Details

Title: _____

First Name: _____

Last Name: _____

Driving Licence No: _____
Telephone Number: _____ Mobile Number: _____

E-mail address: _____

Dietary Requirements (If applicable): _____

Course Details

Course Title: _____

Course Date: _____

Course Fee: £ _____ + VAT @ 20%

Payment Details

Please note: We are unable to confirm a place on a training course before receipt of payment.

Cheque Posted: Yes No Date: _____

Our BACS Details: Acc: **71404805** Sort Code: **60-09-07**

Cheque Number: _____ Amount: £ _____

(Please ensure the cheque amount is for the course fee plus VAT @ 20%)

Invoice Details

(If you wish 1st Class Enterprises Ltd to invoice your employer you must obtain authorisation and a Purchase Order number prior to booking)

Attention of: _____

Company Name: _____

Company Address: _____

Purchase Order number (If applicable) : _____

Contact Details:

Training Department, 1st Class Enterprises Ltd, White Rose Park, Larsen Road, Goole, Yorkshire, DN14 6XF
Tel: 01405 761412 Mob: 07912 387 830 E-mail: info@transport-training.biz



Delegate Pre-course Questionnaire

Please take a few moments to answer the following questions to enable the trainer to tailor the course to suit your particular requirements, thank you.

(Please note that this information will be held in the strictest confidence and only used for the trainer to prepare the course. It will not be passed on to anyone else).

Name:

Job Title:

How long have you been in your current job?

How long have you worked in your industry sector?

What would you like to gain from this course?

Which aspects of the objectives and aims are of most interest to you?

Any other comments?

Contact Details:

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1st class
Solutions (Yorkshire)
Terms and Conditions

1. Booking Confirmation

Confirmation of your course booking will be sent to the email given in your registration form. If you do not receive your booking confirmation within ten (10) working days of submitting your completed registration form please contact the Training department on 01405 761412.

2. Refreshments

The course fee includes refreshments and course materials.
Lunch is provided on all full day courses.

3. Cancellations and Amendments by delegate

Any amendments or cancellations must be advised as soon as possible and confirmed in writing. 1st Class Enterprises Ltd will accept a change of candidate name at any time, up to the start of the course, without a penalty being incurred. 1st Class Enterprises Ltd will try to comply with any requests for a transfer to an alternative course date, but retain the right to charge for any unrecoverable costs that are incurred within the cancellation periods noted below.

4. Cancellation Rates

Period of notice given before Training course date	Cancellation fees
10 Working days or less	100%
11 – 20 Working days	85%
21 – 60 Working days	50%

5. Amendment or Cancellation by

1st Class Enterprises Ltd reserves the right to cancel or amend a course date, venue and/or content at any time. In the event of a course being cancelled by 1st Class Enterprises Ltd a full refund (course registration fees only) will be made without liability for any consequential or indirect costs.

6. Special Needs

If you have any special needs please contact the Training department prior to the course date. All lunch menus have a vegetarian option.

7. Dress Code

Unless otherwise advised you will probably feel most comfortable in smart casual clothing.

8. Contact Details

Candidates must turn off mobile phones during training courses. Please give the Training departments contact details to anyone who may need to contact you urgently. Messages will be passed to candidates during breaks.

9. Payment

Payment must be received at least ten (10) working days prior to the course.

Preferred payment is cheque, made payable to 1st Class Enterprises Ltd. for the full amount of the course (including VAT @ 20%).

Payment may also be by invoice if the appropriate information (including a Purchase Order number) is completed on the registration form.

Failure to pay an invoice within thirty (30) days nett will entitle 1st Class Enterprises Ltd to charge compound interest at the rate of 3% above the UK clearing bank rate applicable on the day the invoice became due for payment. This charge will be applied until the account is settled in full including the accumulated interest.

10. 1st Class Solutions (Yorkshire) is a trading name for 1st Class Enterprises Ltd

I have read and understood the terms and conditions of booking

Signed _____

Contact Details:

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