

# ACORN MEDICAL SERVICES

## Company Training Course Booking Form

<b>Course name</b>	
<b>Preferred date</b>	
<b>Venue</b>	

### Person booking course

<b>Title</b>	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms / <input type="checkbox"/> Miss / Other please specify:		
<b>Name</b>		<b>Position</b>	
<b>Business name</b>			
<b>Address</b>			
		<b>Postcode</b>	
<b>Phone (daytime)</b>		<b>Mobile</b>	
<b>Email</b>			

### Billing details (If different from above:

Payment **MUST** be received at least four (4) weeks before any course is delivered

<b>Name</b>		<b>Position</b>	
<b>Business name</b>			
<b>Address</b>			
		<b>Postcode</b>	
<b>Purchase Order no (if used)</b>		<b>Postcode</b>	

Names of the learners coming on this course - please PRINT	

Please send the completed form to: [training@acornmedicalsolutions.co.uk](mailto:training@acornmedicalsolutions.co.uk)  
 For booking terms and conditions please see the reverse of this form.

AMS use only			
<b>Invoice Number:</b>		<b>Date paid:</b>	

# Booking terms and conditions

1. Should a client wish to cancel the booking once we have agreed the date that we are to deliver the training, the following will apply.

- |   |  |
|---|--|
| - Cancellation more than 28 days before an agreed course date | - 100% refund<br><i>(less the costs of any materials or other costs incurred, if applicable)</i> |
| - Cancellation 14-27 days before the start of the course      | - 50% refund   |
| - Cancellation within 13 days of the start of the course      | - No refund  |

2. Should a learner not be able to undertake the training, and an alternative learner is nominated to replace them before any course begins, this can be done anytime up to the agreed training date without penalty.

3. If a learner fails to arrive at any training session, no refund will be given.

4. If a learners proves disruptive during any training session, they may be asked to leave. Under this circumstance, no refund will be given and no certificate issued.

5. Certificates are usually issued directly to learners. If you wish them to be sent to you, please confirm this in writing to: [training:acornmedicalsolutions.co.uk](mailto:training:acornmedicalsolutions.co.uk) before any training session commences.