

# Booking Form for Procurement Workshops



Please return by fax to: **Katie Bishop, fax number 01457 869361**  
 Or by post to: **PfH, Bleaklow House, Howard Town Mill, Glossop, SK13 8HT**

Delegate Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Joining instructions and confirmation will be sent by email. E-mail: \_\_\_\_\_

Do you have any special requirements (dietary or access)? \_\_\_\_\_

**This section must be completed in full to ensure that your booking is accepted**

**Payment Method** – please tick your chosen method

Cheque enclosed with booking\*

\*Please make cheques payable to Collective Enterprises Ltd

Purchase Order Number: \_\_\_\_\_

Please collect via Central Billing (**PfH members only**)  Member Number: \_\_\_\_\_

**Invoice Address**

Accounts Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code \_\_\_\_\_

*Please be aware that your booking will be held on a provisional basis unless accompanied by a Cheque or Purchase Order.*

**Price: £195.00 plus VAT for PfH Members, £245.00 plus VAT for all other delegates**

Workshop Ref.	Workshop Title	Location	Date	Price (ex VAT)
<b>Total cost of training</b>				

**I have read and agree to the booking terms and conditions**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

(To be signed by Manager only)

**If confirmation of booking has not been received within 7 working days, please contact Katie Bishop at PfH Knowledge-Based Services on 01457 891 910.**

## Booking Conditions (Procurement Workshops)

- Bookings will only be considered as confirmed if PfH are in receipt of a booking form sent by mail or fax and **only when** accompanied by a Cheque or Purchase Order.
- Delegates will receive a confirmation of booking and joining instructions within 7 working days of receipt of a booking form. If delegates do not receive this confirmation or joining instructions within the expected time limits, please contact PfH on 01457 891 910 and advise.
- Under normal circumstances, invoices will be sent 21 days prior to the event date.
- All invoices should be paid, where possible, within 7 days of receipt. Where invoices have not been paid within that time, we reserve the right to reallocate the place to another delegate.
- PfH reserves the right to charge interest on customers' overdue accounts at 1% per week or part thereof.
- If an invoice remains unpaid after 60 days, PfH will pursue payment of the outstanding amount through the County Court.
- For cancellation of a booking, confirmed in writing, at any time up to 28 days before the scheduled course date, the full fee will be refunded.
- No refund will be given for any cancellations after 28 days before the event date.
- PfH reserves the right to cancel any scheduled workshop up to 14 days prior to the date of the workshop. Any fees already charged will be refunded.
- The place reserved on that course may be transferred to another named individual at no additional cost provided this change is notified in writing by the last working day before the scheduled course.
- Fees are not transferable to other courses.
- PfH will endeavour at all times to ensure that all published training workshops are delivered to the highest possible quality. If, however, any course has to be cancelled any fees paid will be refunded, except in the event that the delegate has agreed to accept a suitable alternative course.
- PfH shall not be liable, or in breach of the Agreement, by reason of any delay in performing or failure to perform any of their obligations in relation to the programme if the failure was due to circumstances beyond their reasonable control. However, this does not exempt PfH from liabilities arising from any negligence on their part.