

# Booking Form



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Please email to [solutions@glyndwr.ac.uk](mailto:solutions@glyndwr.ac.uk)

P/O No.:	<input type="text"/>	Company:	<input type="text"/>
Contact Name:	<input type="text"/>	Tel No:	<input type="text"/>
G.I Contact:	<input type="text"/>	Fax No:	<input type="text"/>
Full Company Address:	<input type="text"/>	Billing/ Invoice Address:	<input type="text"/>

Please provide accurate contact details of attendees for joining instructions;

COURSE	DATE	DELEGATE NAME	EMAIL ADDRESS	VENUE	PRICE
				Glyndwr	

Please indicate here if your delegates have any special needs

**Payment Terms:** Payment of all Course Fees will be made in full no later than 10 working days prior to commencement of the first course. In the event of date changes the original invoice will remain payable 10 days prior to the original booking. Cancellations & changes must be made in writing to [solutions@glyndwr-innovations.ac.uk](mailto:solutions@glyndwr-innovations.ac.uk). Glyndwr Innovations Ltd reserves the right to charge a 10% surcharge for late payment. Price shown is exclusive of VAT which will be applied at the current rate.

### TRANSFERS AND CANCELLATION OF TRAINING COURSES

Delegates may transfer their registration for one course to another course up to 21 working days prior to the original course date. Once a delegate has transferred no refunds can be made for the cancellation of either course. Only one transfer by any delegate may be made. Name changes to bookings can be made free of charge.

If you cancel a Training Course: - all cancellations must be made no later than 25 working days before the start of relevant Training Course. We will only accept cancellations that are made in writing. If a delegate fails to attend a Training Course, or a cancellation is sought within the 25 days prior to the start of such course, full payment will be required.

If we cancel a Training Course, or change course date: - we reserve the right to cancel a Training Course at any time, without incurring any additional liability to the Licensor or any delegate. In such circumstances, we will offer alternative dates, a full refund or a credit note

**Cancellations:** The following charges are applicable in the event of you cancelling a course:  
*More than 25 days notice - 50% of Course Fee Payable*  
*Less than 25 days notice - 100% of Course Fee Payable*

**Payment:** Payment must be received within 30 days from date of invoice.

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solutions@glyndwr.ac.uk**

Payment: All fees are payable in £ Sterling. Payments by cheque must be made payable to Glyndŵr Innovations Ltd. Payments will also be accepted by direct bank transfer as per instructions on the invoice.

Invoices will be sent to you upon receipt of a completed registration form.

**I AGREE TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED HEREIN**

SIGNATURE:	<input type="text"/>	POSITION:	<input type="text"/>
NAME:	<input type="text"/>	DATE:	<input type="text"/>

Please tick this box if you do not wish to receive information on future Glyndŵr Innovations training courses.