



Certificate no. 15918

Pet&r

Personnel, Equality, Training and Recruitment

Course Booking Form

Name:.....

Address:.....

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Telephone:.....

E-mail:.....

Organisation Name:.....

Organisation Address:.....

.....

Telephone:.....

Contact name for Invoice:.....

.....

Please invoice my organisation.

Purchase order number

I wish to pay by cheque made payable to Pet&r

Payment: An invoice will be sent to you on receipt of payment or production of a purchase order number. Bookings will only be confirmed when full payment is received.

Half day course	£150.00
1 day courses	£250.00
2 day non-residential	£450.00
2 day residential	£595.00
2 day mental toughness	£480.00
5 day ILM course	£950.00
4 day ILM course	£750.00

All prices are exclusive of VAT @ 17.5%

Cancellation Terms: Cancellations to bookings made before the start of the course are subject to the costing table below.

3 months or more	no charge
More than 2 months	25%
More than 1 month	50% of course fee
1 month to 14 days	75% of course fee
Less than 14 days	Full charge

Cancellation by Pet&r: We reserve the right to cancel any course at any time without liability. In the unlikely event of this happening delegates would be offered an alternative date, alternative course or full refund. We reserve the right to alter course content without prior notice as all our courses are constantly updated to maintain a high standard of quality.

I have read and agree the terms as printed on this form.

Please return the form and payment to:
Lynne Hammond, Pet&r
6 Fen Moor Close, Hemlington
Middlesbrough TS8 9RQ

Course Title: Course code:.....

Venue:..... Date:.....

Specific Dietary Requirements:.....

Access Requirements:.....

Signed:..... Date:.....

Partners: Peter R. Hammond, BSc (Hons), DipPM, Chartered FCIPD and Lynne E Hammond MA
Tel: 01642 576405 (Answerphone), 07850 678324 (Peter Mobile) 07762 940769 (Lynne Mobile)
6 Fen Moor Close, Hemlington, Middlesbrough, TS8 9RQ



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