



## Company Booking Information Form

Make it a hassle free training day by giving as much information as you can.

Company Name and Address:		Venue Address (if different) <input style="float: right;" type="checkbox"/>	
<b>Course Name:</b> <i>(If you wish your course to be RQF accredited at extra cost please tick)</i> Emergency First Aid <input type="checkbox"/> First Aid at Work <input type="checkbox"/> FAW Requal <input type="checkbox"/> EPFA <input type="checkbox"/> PAED FA <input type="checkbox"/> Fire Awareness <input type="checkbox"/> Fire Marshall <input type="checkbox"/> Man Handling <input type="checkbox"/> AED <input type="checkbox"/> OTHER.....			
<b>How would you like your certificates issued?</b> E-cert (default) <input type="checkbox"/> Hard Copy <input type="checkbox"/>			
<b>FIRE courses:</b> Do you want practical exercise and is there sufficient outdoor space			Yes / No
Preferred Start time:		Preferred Finish time:	
Number of attendees:		Date of training:	
Contact Name:	Tel:	Email:	
Is parking available for the instructor? (Additional costs will be charged)		Yes / No (please provide any additional details)	
Is tea/coffee provided? Yes / No		Is lunch provided? Yes / No	
Do you have whiteboard/flipchart? Yes / No		Is a projector / TV available?	Yes / No
If no screen - Is a suitable wall available that we can project on to?			Yes / No
Any other info for the trainer?			

<b>Authorisation:</b> By signing this form, I confirm that I accept the Terms and Conditions (overleaf)					
Name:			Position:		
Signature		Order No		Price	£ + vat

Once complete please return this form to [info@tolantraining.co.uk](mailto:info@tolantraining.co.uk) or post to:

TOLAN Training, 39 Station Avenue, Tile Hill, Coventry, CV4 9HR

Office Use Only	Invoice No:	Payment Received Y/N	JI sent:
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## **Terms and Conditions for Supply**

For the purpose of this contract the supplier is TOLAN Training Ltd and the client as named in the contract (Booking Form). For the purpose of this contract, the service referred to is the provision of training services. The supplier agrees to supply and the client agrees to purchase the service as set out in the attached Booking Form.

## **General Course Pre-Requisites**

- 1. ALL learners but be a minimum of 14 years old**
- 2. Understanding English language is a requirement of the course and attention is to be brought to the trainer ASAP if any student has learning difficulties or if they have difficulty in understanding the English language as passing the theory test is a requirement.**
- 3. Medical- First Aid courses are practical based and students MUST complete all practical assessments. If they cannot, they will **not** receive a certificate**

**First Aid courses are practical based and students are required to carry out adapted practical assessments on the floor. This will mean that they require plenty of space to move around freely. The room only needs one table and chair for the trainer to enable him/her to set up. NO other tables are required so unless the room is large enough to accommodate all your students, tables and enough practical space, tables should be removed. The client IS RESPONSIBLE for ensuring that the training room is of a suitable size. The trainer reserves the right to NOT deliver the course and you will still be charged.**

***ALL certificates will be issued electronically unless stated otherwise on the booking form. All hard copies incur a charge of £2.50 +vat***

Requests for additional copies of certificates must be made in writing and are subject to an administration charge of £5.00 + vat.

Any additional costs incurred on the day such as parking will be charge to the client.

The exact time & location of the course will be agreed by the supplier & the client

## **Payment**

Payments are to be made as detailed on the invoice.

**Late payments may incur a surcharge of £10 for each period of 7 days overdue**

## **Cancellation / Postponement charges:**

Should the client cancel the requested training for whatever reasons, the following charges will apply:

Cancellation within 3 working days	100% of the course fee
Cancellation within 5 working days	50% of the course fee

If a booking is cancelled within the timeframe and rebooked above to a future date with TOLAN Training Ltd then only a 50% fee will be applied.