



## 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)	
<b>Course Name: (If you wish your course to be RQF accredited at extra cost please tick)</b> <input type="checkbox"/> L3 Emergency First Aid <input type="checkbox"/> L3 First Aid at Work <input type="checkbox"/> FAWR <input type="checkbox"/> A.E.D. <input type="checkbox"/> Fire Awareness <input type="checkbox"/> Fire Marshall <input type="checkbox"/> Manual Handling <input type="checkbox"/> OTHER.....			
<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:		Job title:	
Tel No:		E-mail	
Is parking available for the instructor?		Yes / No (please provide any additional details)	
Is tea/coffee provided? Yes / No		Is lunch provided? Yes / No	
Do you have a whiteboard or Flipchart?		Yes / No	
Is a screen available? Yes / No		Is a projector available	
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, 5 Greenways, Tile Hill, Coventry, CV4 9XP

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.

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

**First Aid courses are practical based and students are required to carry out practical assessments on the floor with each other and the Resuscitation dolls. 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. Please note 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.**

**If you do not have a white screen to project onto then please ensure there is a suitable white wall which can be used**

## **Language / Learning Difficulties**

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

## **Medical**

First Aid courses are practical based and students **MUST** complete all practical assessments. If they cannot, they will **not** receive a certificate

## **Payment**

Payments are to be made as detailed on the invoice.

**Late payments may incur a surcharge of 5% of the total invoice 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 1 working day	100% of the course fee
Cancellation within 2 working days	50% of the course fee

If a booking is postponed within the timeframe above to a future date with TOLAN Training Ltd then a 25% fee will still be applied.