



TRAINING BOOKING FORM

To reserve a place on a ForLinux training course, simply complete this booking form and fax it back to us for the attn. of Leslie Young on **01636 703910** or you can post it to ForLinux Ltd at Innovation House, Cafferata Way, Newark, Notts, NG24 2TN, Tel. 01636 881205. Your promotion code must be stated to qualify for any discounts.

Course Title	Course Date	Cost (£'s)	Delegate Name	Promotion Code

Company name: _____

Contact name: _____

Invoice address: _____

Post Code: _____

Telephone No: _____

Email: _____

**** Please supply your email address, so we can confirm receipt of your booking form****

PAYMENT METHOD - (please tick appropriate box)

BACS - Please invoice my company Purchase Order No. _____

Cheque enclosed made payable to Forlinux Ltd (Please remember to add on VAT)

Credit/Debit Card (We will send you by return a paypal payment request, please follow the instructions to enter your card details)

Please indicate whether any delegate has access or dietary requirements.

Wheelchair User Specialist Diet Other (specify below)

PAYMENT

Upon receipt of your completed booking form an invoice for course fees will be issued. A deposit of £350 per delegate is required to secure course place. Full payment in respect of fees is due 28 days prior to course commencement. For late bookings fees are to be paid by BACS transfer or credit/debit card at time of booking. Delegates will be refused entry to a course where fees have not been paid in full at time of commencement.

I agree to the full Terms and Conditions found on page 2 of this Training Booking Form.

Signed: _____ Date: _____ Print Name: _____

Booking procedures and Terms and Conditions

How to book on ForLinux courses and programmes

For individual courses please complete and return the Training booking form, together with course fee + VAT

Note: It is important that you complete all appropriate sections of the booking form including your personal and payment details.

By fax to: +44 (0)1636 703910

**By post to : ForLinux Ltd, Innovation House,
Cafferata Way, Newark, NG24 2TN.**

Fees and VAT:

All fees are inclusive of course materials plus light refreshments and lunch. Unless otherwise stated, VAT is payable on all courses and programmes at the current rate (17.5% at time of publication), including those attended by overseas visitors.

Forlinux VAT registration number: 780 1074 48

Payment methods:

Fees may be paid by cheque (payable to 'Forlinux Ltd') or credit/debit card (via a paypal payment request).

ForLinux also accepts payment via BACS.

Account name: ForLinux Ltd
Account number: 12000671
Sort Code: 54-10-23
NatWest plc: 1 Market Place, Newark, Notts,
NG241DY

Transfer policy:

a) No charge will be applied if requests for transfer are made, in writing, at least 20 working days before the course start date.

b) If notice of a transfer is received, in writing 10-19 working days before the course start date, the delegate shall be entitled to reschedule to a future course, subject to availability. ForLinux reserves the right to charge a rescheduling fee.

c) If notice of transfer is received in writing between 0-9 working days before the course start date all fees are forfeited.

Cancellation policy:

a) If notice of cancellation is received in writing at least 20 working days before the course start date, refund of fees already paid less an administration fee will be issued.

b) If notice of cancellation is received less than 20 working days before the course start date, fees already paid by the delegate shall be forfeit and any course fees which were due but unpaid at the time of cancellation shall remain due and payable.

Substitutes:

Delegates may (without financial penalty) send a substitute, provided ForLinux is notified in writing in advance.

Accommodation:

Courses are non-residential. Delegates are responsible for booking their own accommodation. A list of local hotels/B&B is available upon a request.

Schedule changes:

Course description, including fees, are given in good faith. However, ForLinux reserves the right to change course content, leader, speaker, location and fees, or to cancel a course for whatever reason. ForLinux will not be held responsible for any fees/cancellation charges incurred by these changes.

Invoices:

Please note that bookings reserved via payment of a deposit will not be held if payment in full is not received 28 days before the course start date. For bookings made less than 28 days before course commencement fees in full are to be paid at time of booking.

Enquiries:

If you would like to receive more information regarding our courses or the ForLinux Training Centre, please do not hesitate to contact us.

Tel: 01636 881205

Fax: 01636 703910

Email: enquiries@forlinuxtraining.co.uk

Web: www.trainingforlinux.co.uk