

# Bisp Training & Consultancy

## In-Company Training & Consultancy Booking Form

### INVOICE ADDRESS

Company/Organisation	
Address	
Postcode	Email
Telephone	Fax

### BOOKING CONTACT

Title	First Name	Surname
Position held		

### VENUE/DELIVERY ADDRESS

Address	
Postcode	

### SERVICE DETAILS

Service (training course name or consultancy service)	Delivery date(s)	Number of delegates

### PAYMENT

<input type="checkbox"/> Payment by Invoice*	Total Remittance	Signature	Date
Your Purchase Order number			

*\* Invoices MUST be paid before service delivery, unless otherwise agreed. Training certificates may not be made available until payment is received.*

*Your data will not be shared with any organisation other than Bisp Training & Consultancy. From time to time we may write to you about our products and services. If you would prefer not to hear from us please tick this box.*

### TERMS AND CONDITIONS

#### Confirmation of Service

Provisional bookings may be made by telephone, but **must** be confirmed in writing (by returning this form along with a copy of your purchase order) within 10 working days. Post to: BISP Training & Consultancy, The Blue House, 26 Island Road, Ballycarry, Co. Antrim. BT38 9JE

#### Service Specification

All in-company contracts will be subject to a detailed service specification. This will form the basis of the contract between the client and BISP Training & Consultancy and will be enforceable within the Law of UK and Ireland.

#### Travel and Expenses

Unless otherwise stated in the service proposal fees shown include travel costs and expenses.

#### Fees

Fees quoted are correct in the service proposals. Service proposals will be valid for a period of 30 days from the date of production. Fees are **not** subject to VAT.

#### Cancellations

Bisp Training & Consultancy reserves the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In the event of cancellation, bookings will normally be transferred to the next available date unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different date by the client the following fees will be payable:

#### NOTICE GIVEN

**more than 28 days**  
**15 – 28 days**  
**0 – 14 days**

#### CHARGES

**No charge**  
**50% charge**  
**100% charge**

Where company contracts are cancelled or postponed all costs associated with the contract, incurred by Bisp Training & Consultancy, will be charged to the client. Telephone cancellations can be accepted but must be confirmed immediately in writing (by post, email or fax). Notice of cancellation will be taken as the date of receipt of written confirmation.

**By completing and signing this booking form you are agreeing to the terms and conditions stated above.**

Please send completed forms to: Fax 028 93373370 or [info@bisptraining.biz](mailto:info@bisptraining.biz)

**BISP Training and Consultancy, The Blue House, 26 Island Road, Ballycarry, Co Antrim. BT38 9JE**