



**FAST TRACK**  
COMPUTER TRAINING

# COURSE BOOKING FORM

Company

Contact Name

Purchase Order Number

Important : Please complete Purchase Order Number prior to returning your Enrolment Form

## Course Details

Course Date	Course Code	Course Name	Course Level	Location	Cost	Number of Delegates	Total Cost
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On-Site Training (Location details)

**SUBTOTAL**

**VAT AT 15%**

**TOTAL**


## Your Requirements

Please check the details above are correct

Enter your Purchase Order Number within the box above

Read the Cancellation Terms on the reverse of this document

Please acknowledge acceptance of Booking Details and Cancellation Terms by signing and dating this form

Please return form to Fast Track Computer Training at address below

Signature

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Name (Block Capitals)

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Date

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**TAKE THE FAST TRACK ROUTE TO IT LEARNING**

Long Acre 34 Marlborough Avenue Aston Fields Bromsgrove Worcestershire B60 2PD

Contact Us : 07968 576684

E-mail Us : [info@fasttrackcomputertraining.co.uk](mailto:info@fasttrackcomputertraining.co.uk)

Our Website : [www.fasttrackcomputertraining.co.uk](http://www.fasttrackcomputertraining.co.uk)

## Cancellation Terms

All cancellations must be received in writing and at least 3 weeks notice is required. Any deposit paid is forfeited.

Cancellation fees will apply as follows:-

Within 1 week of the course date - 100% course fees due

Within 1-2 weeks of the course date - 50% course fees due

Within 2-3 weeks of the course date - 25% of the course fees due

Fast Track Computer Training reserves the right to modify, cancel or re-schedule courses if necessary. If this happens after confirming your booking, we will seek to find you an alternative mutually agreeable date. In the unlikely event that we are unable to do this, we will provide you with a full refund of any monies paid. Please note that our liability does not go beyond this.

## Delegate Changes

We would appreciate as much notice as possible for changes of delegates on course.

## Payment Terms

When several courses are booked on one Enrolment Form - each course will be invoiced separately.

Payment should be made 14 days from the date of each individual course.

If payment is not received within the 14 day period, we reserve the right to cancel future booked courses.