



A&L Healthcare Consultancy

Course Booking Form

Name

Address

Post code

Job title

Ward/dept

Tel. No

E-mail

Course

Course date & venue

(1) I enclose cheque made payable to A&L Healthcare Consultancy Ltd

(2) My hospital/trust is paying for the course and agree to be invoiced for the cost

Please complete information below if you have ticked box (2)

Name of person to be invoiced

Address

Tel. No

Terms and Conditions

Personal bookings:

Payments should be made at the time of booking by cheque

Payments by hospital/trust:

An invoice will be sent immediately and payment is due within 30 days of issue. Late payments will incur an additional 8% charge under the Late Payments of Commercial debts act 1998

Cancellation:

If in the event of cancellation, a replacement will be accepted before the commencement of the course providing details are sent to us prior to the start of the course. If a substitute is unavailable cancellations must be received 28 days prior to the start of the course. If you cancel within 28 days of the course start date or you fail to attend you will be liable for the full course fee. Cancellations received more than 28 days before course start date will be liable to a £15 administration fee.

Please post this form to A&L Healthcare Consultancy Ltd, 1st Floor, 2 Whitfield Drive, Macclesfield, Cheshire, SK11 7GR Tel 07789792599

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