

KAYS MEDICAL TRAINING DIVISION BOOKING FORM



Company Name	
Certificate Address	
Telephone Number	
Fax Number	
Contact Name	
Authorised Signature	

I wish to book:

Name	Course Type	Date
Order Number		

Course Address

TERMS CONDITIONS

- **2 DAY REFRESHER CERTIFICATES MUST BE IN-DATE ON DAY OF COURSE**
- This form must be completed and returned at least 7 working days prior to the course.
- **On receipt of this completed form joining instructions will be dispatched.**
- Prices are subject to alteration at any time prior to confirmation of order. VAT will be charged at the current rate. Kays have the right to cancel courses prior to course date
- All course fees are payable before the commencement of the course unless special arrangements apply. Kays Medical reserve the right to charge 4% over bank rate, as quoted by the Midland Bank Plc, on late payment after due date.
- For FAW courses delegates must be over 16 years of age.
- All cancellations **MUST** be made in writing
- If booking is cancelled Kays Medical reserve the right to make the following charges:

21 Working Days - No Charge
 14 Working Days - 25% of invoice value
 7 Working Days - 50% of invoice value
 6 Working Days - Full invoice value

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