

BOOKING FORM 2019/20

Contact Name	Date
Position	Purchase Order No.
Company Name & Address	Invoicing Address
Telephone	Accounts Email
Email Address	Agreed Training Date

Please select your course preferences from the options below:

	ADVANCED SILO SAFETY COURSE (full day inc. lunch)	£95.00 per attendee
	(Optional) MPQC CERTIFICATION FOR COURSE	£25.00 per attendee

A certificate of attendance will also be provided for all attendees. For full course content details and booking terms and conditions please refer to www.hycontrol.com/services/training.

Training will be conducted at Hycontrol's head office:

Hycontrol, Larchwood House, Orchard Street, Redditch, Worcestershire B98 7DP UK

CANCELLATION ARRANGEMENTS

Notice of cancellation is required in writing.

Telephone cancellations must be confirmed in writing within 7 days. Substitution of delegates will incur no charge. To arrange transfer to another date, please contact Hycontrol as soon as possible (in most instances this will not incur extra charges).

Cancellation Notice	Fee Payable
No-show	FULL
5 working days or less	FULL
6-10 working days	75%
11-15 working days	50%
16-20 working days	25%

TERMS: STRICTLY 30 DAYS NET FROM INVOICE DATE.

PTO



Please provide details of course attendees below:

Full Name	Position	Date of Birth*	NI Number*	Contact Email

*-Required for MPQC Certification

I understand that the training date will be confirmed to me in writing. I agree to the cancellation charges detailed overleaf. I hereby consent to the contact details I have provided being used by Hycontrol for providing course-related information or other relevant communications.

Signed:

Date:

An order number is required to confirm the place on the course. Please complete and return this form to sales@hycontrol.com

OFFICE USE ONLY

Agreed training date		Number of attendees	
MPQC certificates	Y / N	Total charge ex. VAT	

