



Lairdside Maritime Centre
Liverpool John Moores University

DELEGATE BOOKING FORM

Course Details

Please reserve _____ place(s) on:
 Course Title: _____
 Course Date: _____

Personal Details

Name: _____
 Address: _____

 Postcode: _____
 Tel: _____ Fax: _____
 Email: _____

Invoice Instructions The cost of the course(s) should be invoiced to (if different from above):

Contact Name: _____
 Organisation: _____
 Address: _____

 Postcode: _____ Purchase Order No: _____
 Tel: _____ Fax: _____

Payment Details

Please charge my credit card Visa Mastercard Switch Delta
 Card Holder's Name: _____
 Card No: _____ Issue No: _____
 Valid From Date: _____ Expiry Date: _____
 Card Billing Address: _____

 Contact Tel: _____ Security No: _____

Enclosed is a cheque made payable to: "Liverpool John Moores University"

I have read and agree to the Terms and Conditions.

Signature: _____ Date: _____



TERMS AND CONDITIONS

Fees

All prices exclude VAT

Booking Form

A booking form must be completed for all bookings. It must be signed, dated and submitted to the Lairdside Maritime Centre for the attention of "The Administrator". Payment must accompany the form – see payment methods below.

Payment Methods

Cheque: Made payable to "Liverpool John Moores University"

Credit Card: Detail card number, card type, issue date, expiry date, name as it appears on the card, security number from the back of the card and card billing address.

Debit Card: Detail card number, card type, issue date, expiry date, name as it appears on the card, security number from the back of the card, issue number and card billing address.

Invoice: Ensure invoice details completed in full on booking form. Payment terms are strictly 30 days.

Cancellations

Once accepted onto the course notification to cancel must be received in writing no later than 10 working days prior to the start of the course and will be subject to a 20% cancellation fee. We regret that cancellations received after this date will incur the full course fee. Delegate substitutions will be accepted at any time.

Lairdside Maritime Centre reserves the right to cancel a course should there be insufficient delegate numbers and offer an alternative date or refund. In the unfortunate event that a course is cancelled Lairdside Maritime Centre can accept no liability for any costs incurred by delegates in connection with their attendance.



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