

# Open Course Booking Form

## Company & Contact Details *(pls complete as required)*

Forename:	
Surname:	
Email:	
Tel:	
Company Name:	
Company Address:	
Postcode:	
Accounts Contact Name:	
Email:	
Tel:	
Purchase Order required?	Yes / No
Purchase Order Number	

## Delegate Information *(pls completed as required)*

Delegate Details:	DELEGATE NAMES	DELEGATE EMAIL
	1.	1.
	2.	2.
	3.	3.
	4.	4.
Special Requirements: (Mobility or Dietary etc.)		

## Open Course Booking Details *(pls complete/delete as required)*

COURSE	DURATION	PRICE PER DELEGATE	COURSE DATES	COURSE VENUE	COURSE CHOICE
<b>IOSH MHPE Train the Trainer Award</b>	<b>4 Days</b>	<b>£650 + VAT LATE OFFER</b>	<b>4<sup>th</sup> – 7<sup>th</sup> Feb 2025</b>	Bury St Edmunds	<input type="checkbox"/>
<b>MHPE Train the Trainer REFRESHER</b>	<b>1 Day</b>	<b>£150 + VAT</b>	<b>11<sup>th</sup> Feb 2025</b>	Bury St Edmunds	<input type="checkbox"/>
<b>MHPE Train the Trainer REFRESHER</b>	<b>1 Day</b>	<b>£150 + VAT</b>	<b>20<sup>th</sup> May 2025</b>	Bury St Edmunds	<input type="checkbox"/>
<b>IOSH MHPE Train the Trainer Award</b>	<b>4 Days</b>	<b>£825 + VAT</b>	<b>3<sup>rd</sup> – 6<sup>th</sup> June 2025</b>	Bury St Edmunds	<input type="checkbox"/>
<b>MHPE Train the Trainer REFRESHER</b>	<b>1 Day</b>	<b>£150 + VAT</b>	<b>28<sup>th</sup> Oct 2025</b>	Bury St Edmunds	<input type="checkbox"/>
<b>IOSH MHPE Train the Trainer Award</b>	<b>4 Days</b>	<b>£825 + VAT</b>	<b>4<sup>th</sup> – 7<sup>th</sup> Nov 2025</b>	Bury St Edmunds	<input type="checkbox"/>

## Terms & Conditions

### Booking & Payment Details

- To make a new training session booking, please complete our booking form indicating training requirements and email to [enquiries@work-safe.co.uk](mailto:enquiries@work-safe.co.uk) together with purchase order.
- An e-invoice will be sent to you for payment by email.
- Session times can be adjusted as required.
- Upon receipt of the booking form, we will send an acknowledgement email and confirm all details of the booking.



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- Payment to be received BACS payment within 30 days of receipt of our invoice.
- Courses are transferable to other staff members.
- Worksafe has 10 working days' / 2 weeks' notice cancellation policy – any sessions cancelled within this period will be charged at the full price quoted.