



CLIENT PROCEDURE

1. These terms and conditions form the legal and binding contract between Simply The Best Training Consultancy Ltd and the person, business or other organisation (the client) that books one of our courses. Receipt of any booking will be confirmed in writing. Unconfirmed bookings are not guaranteed.
2. Cancellation Policy - A cancellation fee of 50% of the cost of a course is chargeable if cancellation by the client is made within 7 days of the course. (Every effort will be made to offer a suitable alternative date). Chainsaw courses - a cancellation fee of 100% is chargeable if cancellation is made within 14 days of the course.
3. Simply The Best Training Consultancy Ltd reserves the right to cancel a training course at anytime. If cancelled any moneys due for that training course, and received by Simply The Best Ltd from the client, will be credited to the client's account in full within ten days of the date of cancellation. Please note that Simply The Best Training Consultancy will endeavour to continue with any course where possible.
4. Simply The Best Training Consultancy Ltd reserves the right to postpone any landbased courses due to inclement weather conditions and / or environmental implications.
5. Simply The Best Training Consultancy Ltd may change the location of a training course. If this becomes necessary, Simply the Best Training Consultancy Ltd will make all reasonable efforts to inform the client of any change of location as soon as possible.
6. The client must pay Simply The best Training Ltd the full fees no later than 30 days after the completion of the training course. Payments are required by cheque or bank transfer.
7. This booking form and terms & conditions can be found at www.simplythebesttc.co.uk
8. Simply The Best Training Consultancy Ltd reserves the right to amend these terms and conditions without notice.
9. Simply The Best Training Consultancy Ltd ask to be made aware of dietary needs (if refreshments are provided) or access requirements at least seven days in advance of the training course.
10. All reference materials and equipment provided for use throughout the training course is and shall remain the sole property and copyright of Simply The Best Training Consultancy Ltd.
11. Simply The Best Training Consultancy Ltd cannot accept liability for items lost, stolen or damaged whilst attending third party venues.
12. We operate an appeals procedure - full details on request.
13. Our full set of policies and procedures can be found at www.simplythebesttc.co.uk

PLEASE FILL IN TO CONFIRM YOUR BOOKING, ACCORDING TO THE TERMS & CONDITIONS OVERLEAF.

Course	
--------	--

Date	
Venue	
Name	
Address	
Telephone No.	
Email	

I confirm my booking on the course above, and agree to be bound by the Terms & Conditions overleaf.

Signed	
Print Name	
Date	