

Booking Form	
2 day course	The Management of Pre-Construction Health & Safety (APS & RIBA ACCREDITED)
Location	headoffice3, Cartelli House, 3 Hawthorn Park, Leeds, LS14 1PQ
Date	19th-20th December 2018
Time	8.30 - 5.30
Registration	8.00 19th December 2018
Price per place	£295 & vat
Number of places	

Please complete in BLOCK CAPITALS

Title	(Mr, Mrs, Ms, Miss, Dr)	
First Name		
Surname		
Job Title		
Company		
Address		
County		Post Code

Email	
Tel Number	
Mobile Tel	
Dietary/access requirements	

How to Pay

By invoice

Contact details for invoicing:

Name	
Company	
Address	
Email	

Signature	
Date	

If you have any queries please contact Sarah Morgan on 0113 257 7777

Cancellation

You must confirm your cancellation in writing (email is acceptable) up to 6 weeks prior to the course date to receive a full refund. If you cancel between 4 and 6 weeks of the course date you will receive 50% refund. If you cancel 4 weeks or less before the course start date you will receive 0% refund. A substitute delegate is welcome at no extra charge but you will need to update your booking form with their contact details. We try to avoid cancelling or aborting a course at the last minute however if factors beyond our control make it necessary we will refund the course fee. We cannot accept liability for any other costs, expenses or losses.

GDPR

Personal data is gathered in accordance with GDPR 2018.

Travel & Accommodation

Delegates are responsible for the arrangements and payment of their own travel and accommodation. Lunch is provided for the 2 days.

PLEASE EMAIL YOUR BOOKING FORM TO SARAH.MORGAN@HEADOFFICE3.COM