

## Booking Form



### The Attendees

Delegate Name:	<input type="text"/>	Course Title:	<input type="text"/>
Delegate Email:	<input type="text"/>	Course Date:	<input type="text"/>
Delegate Tel:	<input type="text"/>	Location:	<input type="text"/>
Delegate Name:	<input type="text"/>	Course Title:	<input type="text"/>
Delegate Email:	<input type="text"/>	Course Date:	<input type="text"/>
Delegate Tel:	<input type="text"/>	Location:	<input type="text"/>
Delegate Name:	<input type="text"/>	Course Title:	<input type="text"/>
Delegate Email:	<input type="text"/>	Course Date:	<input type="text"/>
Delegate Tel:	<input type="text"/>	Location:	<input type="text"/>

### The Purchaser

Company Name:	<input type="text"/>		
Booking Contact:	<input type="text"/>	Email:	<input type="text"/>
Tel. Number:	<input type="text"/>	Fax no:	<input type="text"/>
Reg. Company No:	<input type="text"/>	VAT no:	<input type="text"/>
Total Course Price as Quoted by Zycko Ltd. (excl.VAT):	<input type="text"/>		
Purchase Order No:	<input type="text"/>		

Confirmations and Joining Instructions will be sent out by e-mail when the completed Booking Form is received and successfully invoiced. On completion of this form please scan and return it to your Account Manager or Fax it to:

+ 44 (0) 1285 868 501

Thank You.

This booking is subject to ZYCKO Training Terms & Conditions -  
By completing this Booking Form you are accepting the Terms and Conditions.

Please ensure that the booking form is complete when returned, or we cannot guarantee your place. Purchase orders must be received 15 working days prior to the first day of course booked. Failure to comply may result in your place being lost. ZYCKO Training must be informed of cancellations and rescheduling in writing, at least 15 days prior to the first course booked. ZYCKO Training reserves the right to reschedule a course with at least 5 days notice, whereupon delegates will be informed. Full copies of our T&C's are available upon request. A copy of ZYCKO Training's full Terms & Conditions can be viewed at [www.zycko.com/training](http://www.zycko.com/training).

## Terms & Conditions

Please read the following information carefully. On completion of the ZYCKO Training booking form the purchaser/delegate accepts to abide by ZYCKO Training's Terms & Conditions.

---

### Class Availability

Courses are filled on a first come first serve basis. Provisional bookings can be made via email or phone. Provisional bookings can only be held for 3 working days.

### Course Payment

All transactions between Zycko Ltd and the Purchaser for training services will require the necessary Client Account to be setup with Zycko Limited Credit Control if this does not currently exist. Purchase orders must be received 10 working days prior to the 1st day of the course booked. Course fee includes tutorial, training material, lunch and refreshments during the course.

### Course Confirmation

All bookings are confirmed following receipt of a customer PO & completed Booking Form. Confirmation will be made via email and sent to the contact on the ZYCKO Training Booking Form.

### Course Cancellations

Written notice of cancellation must be received prior to the course start date. Cancellation fee refers to a specific course date and therefore a transfer to a later course counts as a cancellation. This is applicable to public scheduled courses:

**11 - 15 working days before: 50% of course fee // 0 - 10 working days before: 100% of course fee.  
Cancellations or Transfers by Clients made more than 15 working days before the course is due to begin,  
will not incur cancellation charges.**

The customer may substitute a delegate from the same company at any time up to 24 hours prior to the commencement of any course without penalty, subject to the new delegate meeting the prerequisites and upon prior notification. This should be advised in writing. As stated in Clause 7.8 of the Full Terms and Conditions, ZYCKO Training (The Company) are not liable for any customer costs in the event of a course cancellation before, during or after the course. Customers are advised to have in place insurance or other provisions to fully recover their costs should a course be cancelled.

### Travel & Expenses

Arrangements for, and cost of all meals (excluding lunch & refreshments provided during the training), transportation and accommodation are the responsibility of the student.

### Schedule

Unless otherwise indicated, courses begin promptly at 09:30 on the first day and 09:00 on any subsequent training days as advised in the confirmation of attendance email and continue each day until 17:00. Training will usually finish early on the last day of a course (except for 1/2 day courses).

### Scheduling courses

ZYCKO Training will specify the dates of public scheduled classes. ZYCKO Training may cancel any scheduled course on notice. If we cancel a course for which you have pre-paid, we will refund the full price you paid.

### Class Recordings

No photographic, video or voice recordings of ZYCKO Training courses, for either personal or commercial use, are permitted without the express prior consent of ZYCKO Training.