

## CPD Training Course Booking Form 2022

Invoicing Details - (Please provide full invoicing details)

Senior Partner/Proprietor Name:

Name of Practice:

Address:

Business Type (i.e. Limited Company, Partnership, Sole Trader):

Tel:

Email:

Website:

Personal Details

Please book me onto the following course:

- Wednesday 16<sup>th</sup> March
- Wednesday 28<sup>th</sup> September
- Wednesday 16<sup>th</sup> November

Name of Attendee:

Tel:

Email:

Mobile:

**Please Note:** All courses are £295 + VAT. Currently, due to the COVID-19 pandemic and for the health and safety of our employees and attendees, all Chicken Vet courses for 2021 are planned to be held as webinars.

**If you have any queries please contact the office on [info@chickenvet.co.uk](mailto:info@chickenvet.co.uk) or 01392 872885.** All attendees will be sent an invoice by post, please see overleaf for Terms & Conditions.

### Terms and Conditions Chicken Vet CPD Courses 2021

1. Payment terms

Our standard payment terms are that once booked onto a course the individual will be sent an invoice using the details provided. Once received, the payment needs to be made 20 days from the end of month or prior to the course start date, whichever is sooner.

2. Credit terms

Our standard credit terms for account customers are 20 days from the end of the month.

3. Course bookings

Bookings may be made by email or by phone. Bookings will then be confirmed by email.

4. Transfers

Should circumstances mean that you need to transfer to another Chicken Vet course, no charges will apply. Transfer can only be made if there is availability on the date specified.

5. Cancellations

Should circumstances mean that you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

- More than four weeks prior to the course start date – no charge
- Two to four weeks prior to the course – 50% of the course fee
- Less than two weeks prior to the course – full fee
- NB: Cancellation must be made by either phone or e-mail.

6. Non-attendance

If you do not attend a course and you have not previously informed us, the full course fee remains payable.

7. Late arrivals/missed sessions

If you arrive late for a course or are absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.

8. Unforeseen circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances, you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

9. Eligibility

To be eligible to attend a Chicken Vet CPD course attendees must be a qualified Vet.

10. VAT

All course fees are subject to the current rate of VAT.