



To book a course please complete and return this form to lsbookings@theiet.org. For any advice on the courses we offer call **+44 (0)1438 765616**

PLEASE REFER TO THE CONDITIONS OF BOOKING (BELOW).

Company Information

Company name:

Billing address:

Method of payment **(please select)**: BACS PO Credit Card PO number (if applicable):

Contact person:

Telephone number: Email address:

Course Information

Course title:

Course date: DD / MM / YYYY Start time: Finish time:

Number of delegates: Method of delivery **(please select)**: Online Face to Face

Course Location

Address where the course will be held:

Room name/number:

Contact person on the day of the course:

Telephone number: Email address:

Postage of Course Materials

Address of where you would like the materials to be sent prior to the course:

Contact person to address these materials to:

Will lunch be provided for the delegates? Yes No Not Applicable

Will lunch be provided for the trainer? Yes No Not Applicable

Is the trainer required to provide or complete any ID/security information? Yes No Not Applicable

Is on-site parking available? Yes No Not Applicable

Please provide any specific requirements below:

By signing below you are stating that you have read, understood and agree to the booking terms and conditions on the back of this form

Full name: Signature:

Company name: Date:

Conditions of Booking

Payment Terms

We accept payment by Purchase Order, credit/debit card (American Express, MasterCard, Switch, VISA), cheque or bank transfer. If paying by bank transfer, cheque or credit card then payment in full must be received by the IET prior to any courses being delivered. Please ensure the invoice number is quoted with this payment and allow five days clearance.

IET bank account details are as follows:

Barclays Bank Plc, UK Bank
1 Churchill Place, London, E14 5HP

IET Account Number – 50480606
Sort Number – 20-65-82

If you hold a current credit account with the IET and wish to be invoiced, an official Purchase Order agreeing to our payment terms of 30 days must be issued to the IET at least two weeks prior to the course date. If you are not an existing credit customer, please ask us for a 'New Customer' form. Should you require a pro-forma invoice from the IET to arrange advance payment, please provide the necessary paperwork according to your company's policy. For bookings over £5,000 (excluding VAT) payment in full must be received by the IET prior to any courses being delivered and therefore a pro-forma invoice may be sent to you once the booking form has been received and your payment method specified.

Cancellations

The IET reserves the right to cancel a course if the agreed payment terms are not adhered to. If due to unforeseen circumstances the IET cancels a course, we will endeavour to deliver the course at a mutually agreeable, future date.

If the Customer cancels a course, the IET will be entitled to charge the Customer for any expenses that have been reasonably incurred by the IET in connection with the Services. This is including, but not limited to, trainer fees, travel, accommodation, subsistence and any other associated expenses. This could include the reasonable costs of any materials and preparation work and/or meetings that are incurred solely for the provision of Services to the Customer, the following cancellation scale shall apply:

- 21-28 days prior to the start date of the Services – The Customer will be liable for all expenses that have been incurred as illustrated above.
- 0-20 days prior to the start date of the Services – The Customer will be 100% liable for the full price of the Services agreed.

Postponements

The IET and the Customer shall have the right to postpone the Services. If due to unforeseen circumstance the IET postpones a course, we will endeavour to deliver the course at a mutually agreeable, future date. The customer may postpone the agreed Services by serving written notice to the IET no later than 21 days before the agreed start date of the Services.

Rescheduling of a course would need to be discussed and agreed with all parties and will depend on trainer availability. The IET shall, in its absolute discretion, charge for any fees or expenses that have been incurred up to the time of the written postponement notice being served.

Copyright

Copyright of all course material produced and supplied by the IET to the Company remains with the IET. Course material cannot be copied by any means without prior written authority from the IET. Course material must not be used by the Company for training of third parties and is not for resale.

Data Protection

I understand and consent to the information provided on this form being processed by the IET for its sole use and that of its associated organisations for the purpose of promoting, delivering and improving my experience of the IET and its products and services.

For more information please see our Privacy Statement www.theiet.org/privacy

For Private Email Addresses

By completing this form I confirm that I have gained the necessary consent from all delegates in attendance of this course and have informed them that their data will be transferred to and processed by the IET, for the sole purpose of organising the attendance of this course.

Should the IET request it, written consent from delegates must be available to review.