

# IN COMPANY COURSE BOOKING FORM

Benson & Company

## COURSE DETAILS:

Course code & title:	
Course date(s) & Location(s):	
Cost:	

## CLIENT DETAILS:

Name of company:	
Invoice to: (Name of company & address)	
Nature of business:	
Client contact name & designation:	

## Terms and conditions:

- 1- Please return the completed booking form to us by email. Scanned copies can be sent to [booking@bensoncompany.co.uk](mailto:booking@bensoncompany.co.uk)
- 2- Upon return of this signed booking form, Benson & Company considers the booking confirmed and will invoice the Company accordingly.
- 3- Payment shall be made at least 14 working days after to the course.
- 4- Cancellations must be given in writing. In the event that cancellation is received 14 days or less prior to the course, 100% of the course fee will be levied. 15-28 days or prior to the course, 50% of the course fee will be levied, 29 days + prior to the course, 20% of the course fee will be levied. For 'No-shows' on the course, the full course fee will be levied. For full terms & conditions, please see over.
- 5- For delegates requiring accommodation, Benson & Company has corporate rates. Bookings should be made directly with the hotel, quoting the Benson & Company course reference. A copy of the reservation should be sent to any of the contacts above for purposes of hotel confirmation of corporate rate. Delegates must settle hotel accounts themselves.
- 6- The certificates are sent directly to the delegates. Please specify contact details if certificate is to be sent to any other department/address.
- 7- Delegates cannot bring any claim or legal action against Benson & Company relating to participation in the course or from knowledge obtained during the course. The use of the information or documentation obtained during the course shall be at the user's sole risk.
- 8- Expenses are charged at cost to the client and will be added to the invoice unless otherwise agreed. Mileage is charges at £0.45 pence per mile.

Full Address of Training Location/s:

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Please sign the booking for and send it to [booking@bensoncompany.co.uk](mailto:booking@bensoncompany.co.uk) for confirmation of booking

For Client:

Signature:	Name:	Date:
Purchase Order No:	Accounts Telephone No:	Accounts Email:

For Benson & Company:

Signature:	Name:	Date:
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Questions? 0203 503 0633 - For more information please visit our website or contact [booking@bensoncompany.co.uk](mailto:booking@bensoncompany.co.uk)

Additional Notes:

Benson & Company  
145-156 St John St, London, EC1V 4PW  
Tel: +44 (0) 203 503 0633 Booking Line 0800 088 7569  
[info@bensoncompany.co.uk](mailto:info@bensoncompany.co.uk) [www.bensoncompany.co.uk](http://www.bensoncompany.co.uk)

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Benson & Company

## Terms & Conditions

Benson & Company Ltd. and its affiliates (collectively, “us”, “we”, Benson & Co.” or “Benson & Company”) provide this booking form according to the following terms and conditions (“Terms of Use”). By our services, you agree to the following Terms & Conditions. If you do not agree to abide by these or any future Terms of Use, do not sign this booking form.

## Course Description

Due to the nature of our training courses and programmes and our need for continuous improvement, Benson & Company Ltd. reserve the right to change the course name, content and trainer, at any time, in line with market demands or availability.

## Course Dates and Venue

Benson & Company Ltd. reserve the right to alter or cancel published dates and change venues without liability. In the event of a cancellation where an alternative cannot be provided, monies received in respect of that course can be refunded in full. Whilst every effort will be made to avoid resource changes, Benson & Company reserves the right to amend or replace any pre-named trainer scheduled to deliver a specific course.

## Joining Instructions

On receipt of written confirmation we will issue complete joining instructions detailing your participation on the training event. This includes a learning objectives questionnaire, a location map, venue details and course timings.

## Learning Objectives

Learning objectives questionnaires have been designed to establish individual training needs. These questionnaires represent an essential part of our course refinement process and enable trainers to understand the individual needs of the delegates. Trainer calls to delegates make up an integral part of the process.

## Full Access

Full Access/special offers cannot be used in conjunction with any other offer or discount. The Full Access offer applies to the course attendee only. Any subsequent substitution may invalidate the discount offered. Standard transfer and cancellation terms and conditions apply. The Full Access offer is only applicable if the bookings are received directly through Benson & Company Ltd. If an online discount is available at the time of booking this will only apply to courses that can be booked online. The discount only applies to Benson & Company run courses and does not apply to third party partner courses or events. Cancellation of Full Access will result in a 100% cancellation charge for the year.

## Course Discount

Course Discount cannot be used in conjunction with any other promotion. Course Discount only applies to Benson & Company run courses and therefore does not apply to third party partner courses or events. Course Discount excludes individual coaching, eLearning and in-company courses. Course Discount is subject to the availability of places on the specified course. We reserve the right to withdraw a course discount at any time.

## Provisional Bookings

To make a provisional reservation on a course, please contact one of our advisors on 0800 088 7569. To secure a telephone reservation, written confirmation should be received within 5 days of the provisional booking being made.

## Confirming a Booking

Your reservation will be confirmed by email or by telephone with a hard copy in the post.

## Training Fees

All fees in our brochures are current at the time of going to print. However, we reserve the right to change them.

## Delegate Substitution

If you would like to make a substitution, please call us on 0800 088 7569 and we will be happy to help you. Substitutions with the exception of Full Access courses can be made at any time without incurring a penalty.

## Payment

Payment can be made by cheque, credit/debit card or BACS. Our payment terms are 14 days from date of invoice or prior to the event, whichever is sooner. In any event, Benson & Company reserve the right to refuse admission if payment has not been received prior to attending your course. In the event of late payment we reserve our statutory right to interest at the rate of 8% above base under the Late Payment of Commercial Debts (Interest) Act 1998. For payments in Euros or Dollars please contact us.

## Cancellations

The following charges apply if you cancel:

- 29+ days before a course = 20% of the course fee.
- 15-28 days before a course = 50% of the course fee.
- 0-14 days before a course = 100% of the course fee.

Any free of charge bookings would be subject to a £100 administration charge in the event of any cancellation.

## Transfers of Date

Transfers made 15-28 days prior to a course will be charged at 20% of the course fee. Transfers made 0-14 days prior to a course will be charged at 50% of the course fee. Transfers made 0-28 days prior to a course booked free of charge will be charged at £50 administration fee. The transfer option only applies to delegates who are transferring to a different date for the same course. Delegates must specify their choice of transfer date at the time of transfer. If a delegate uses the transfer option, the original course invoice and the transfer invoice remain due, even if the transfer reservation is subsequently cancelled.

**Replacement Course** We guarantee to offer a full refund or replacement course if the attended course did not reflect the current published description. If the claim is requesting a replacement course the replacement course must occur within 90 days of the original course date. All claims must be made in writing within 10 working days of the attended course date to [tr@bensoncompany.co.uk](mailto:tr@bensoncompany.co.uk)

## Amendments

Benson & Company reserves the right to change these terms and conditions at any time by updating this document.

## Governing Law

If there is any dispute between you and us about this event you agree that the dispute shall be governed by the laws of the United Kingdom without regard to its conflict of law provisions. The courts located in United Kingdom shall have exclusive jurisdiction for the resolution of any such dispute.

## Contact

Benson & Company Ltd. 145-157 St. John Street, London, United Kingdom, EC1V 4PW. [www.bensonandcompany.co.uk](http://www.bensonandcompany.co.uk) Last updated March 8th, 2015

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145-156 St John St, London, EC1V 4PW

Tel: +44 (0) 203 503 0633 Booking Line 0800 088 7569

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