



Health Response UK (Osteopaths for Industry Ltd)  
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# Osteopaths For Industry Ltd. External Course Booking Form

## 2 Day 'Key Instructor Refresher' in Lifting and Manual Handling

For key personnel responsible for training in health and safety

- 21<sup>st</sup>-22<sup>nd</sup> April Birmingham       22<sup>nd</sup>-23<sup>rd</sup> November Birmingham
- 20<sup>th</sup>-21<sup>st</sup> September Esher, Surrey

Due to high demand for our courses please fax this form back to us on 0845 094 3248 as soon as possible to avoid disappointment & guarantee your place on the course

### Course Objectives

- To update delegates on Manual Handling Operation Regulations 1992 (as amended)
- To update delegates on current manual handling assessment techniques
- To update delegates knowledge in current theory and practice in manual handling technique training

### Course Cost Breakdown

**Total cost per delegate: £295 + VAT**

Training package included in price  
(incorporating full course information and PowerPoint presentations)

### Delegate Details

Delegate Name (s): .....	Position: .....
Delegate Name (s): .....	Position: .....
Company: .....	Phone Number: .....
Address: .....	Postcode: .....
.....	
.....	
Email: .....	
Signature: .....	

**Invoicing details**

Purchase Order No.....  
Invoice Address (if different from above)  
.....  
.....  
All payments are to be made to Health Response UK

I hereby confirm the above booking and agree to the terms of cancellation as stated below. All agreed cancellations or changes in course must be confirmed in writing.

### Cancellations/ Transfers

<b>Cancellations:</b> <i>If for any reason you wish to cancel a confirmed booking, your attention is drawn to the cancellation charges below:</i>	The transfer of courses is subject to a fee according to the table below.	
	15 working days or less	50% of course cost
	16-30 working days	25%
15 working days or less	100% of course cost	On notification of the course being transferred you will be invoiced for the <b>full course fees</b> , as per our original quote. When the same number of days training are re-booked and have taken place you will be invoiced for the above charge.
16-30 working days	75%	
31-50 working days	25%	

**PLEASE NOTE: TO CONFIRM A PLACE ON THIS COURSE PLEASE RETURN A SIGNED COPY OF THIS BOOKING FORM INCLUDING RELEVANT PURCHASE ORDER NUMBER**