



Health Response UK (Osteopaths for Industry Ltd)
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East Molesey, Surrey KT8 0DX

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Osteopaths For Industry Ltd. External Course Booking Form

2 Day 'Key Instructor Refresher' in Manual Handling For key personnel responsible for training in health and safety

- 20th/21st February, London 13th/14th November, Esher
- 16th/17th April, Birmingham
- 17th/18th September, Manchester

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 moving and handling technique

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

Cancellations: <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.						
	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>15 working days or less</td> <td>50% of course cost</td> </tr> <tr> <td>16-30 working days</td> <td>25%</td> </tr> <tr> <td>31-50 working days</td> <td>15%</td> </tr> </table>	15 working days or less	50% of course cost	16-30 working days	25%	31-50 working days	15%
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<table style="width: 100%;"> <tr> <td>15 working days or less</td> <td>100% of course cost</td> </tr> <tr> <td>16-30 working days</td> <td>75%</td> </tr> <tr> <td>31-50 working days</td> <td>25%</td> </tr> </table>	15 working days or less	100% of course cost	16-30 working days	75%	31-50 working days	25%	On notification of the course being transferred you will be invoiced for the full course fees , 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.
15 working days or less	100% of course cost						
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