



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

## 4 Day 'Key Instructor' in Lifting and Manual Handling For key personnel responsible for training in health and safety

- |   |   |
|---|---|
| <input type="checkbox"/> 7 <sup>th</sup> -10 <sup>th</sup> June London<br><input type="checkbox"/> 5 <sup>th</sup> -8 <sup>th</sup> July Birmingham<br><input type="checkbox"/> 4 <sup>th</sup> -7 <sup>th</sup> October Birmingham | <input type="checkbox"/> 1 <sup>st</sup> -4 <sup>th</sup> November Manchester<br><input type="checkbox"/> 6 <sup>th</sup> -9 <sup>th</sup> December 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 provide delegates with a detailed understanding of the Manual Handling Operation Regulations 1992 (as amended) and their implications in the workplace
- To provide delegates with an overview of the musculoskeletal system, mechanism of injury and injury prevention
- To equip each individual with sufficient knowledge to carry out detailed manual handling risk assessment
- To equip each individual with the knowledge and tools to carry out instruction in practical handling skills within their own organisation.

### Course Cost Breakdown

**Total cost per delegate: £495 + VAT**

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

### 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><i>Cancellations:</i></b> If for any reason you wish to cancel a confirmed booking, your attention is drawn to the cancellation charges below:	The transfer of courses is subject to a fee according to the table below.						
	<table style="margin: auto; border: none;"> <tr> <td style="padding: 0 10px;">15 working days or less</td> <td style="padding: 0 10px;">50% of course cost</td> </tr> <tr> <td style="padding: 0 10px;">16-30 working days</td> <td style="padding: 0 10px;">25%</td> </tr> <tr> <td style="padding: 0 10px;">31-50 working days</td> <td style="padding: 0 10px;">15%</td> </tr> </table>	15 working days or less	50% of course cost	16-30 working days	25%	31-50 working days	15%
15 working days or less	50% of course cost						
16-30 working days	25%						
31-50 working days	15%						
<table style="width: 100%; border: none;"> <tr> <td style="padding: 0 10px;">15 working days or less</td> <td style="padding: 0 10px;">100% of course cost</td> </tr> <tr> <td style="padding: 0 10px;">16-30 working days</td> <td style="padding: 0 10px;">75%</td> </tr> <tr> <td style="padding: 0 10px;">31-50 working days</td> <td style="padding: 0 10px;">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 <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 transfer 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**