



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

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

- 13th-16th February, London ○ 3rd-6th December, Esher
- 26th-29th March, Manchester
- 21st-24th May, Newcastle
- 18th-21st June, London

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: £395 + 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

<p><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:</p>	<p>The transfer of courses is subject to a fee according to the table below.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">15 working days or less</td> <td style="padding: 2px 10px;">50% of course cost</td> </tr> <tr> <td style="padding: 2px 10px;">16-30 working days</td> <td style="padding: 2px 10px;">25%</td> </tr> <tr> <td style="padding: 2px 10px;">31-50 working days</td> <td style="padding: 2px 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-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">15 working days or less</td> <td style="padding: 2px 10px;">100% of course cost</td> </tr> <tr> <td style="padding: 2px 10px;">16-30 working days</td> <td style="padding: 2px 10px;">75%</td> </tr> <tr> <td style="padding: 2px 10px;">31-50 working days</td> <td style="padding: 2px 10px;">25%</td> </tr> </table>	15 working days or less	100% of course cost	16-30 working days	75%	31-50 working days	25%	<p>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.</p>
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**