

Graydon Training and Development Courses

How to Book

- Fax a copy of the booking form to: 020 8515 1499
- Email booking to: training@graydon.co.uk
- Post a copy of the booking form to:
Graydon Training and Development,
Graydon UK Ltd, Hygeia Building, 66 College Road,
Harrow, HA1 1BE.

Course Title: _____

Course Date: _____

Course Location: _____

Delegate(s) to be registered:

Delegate 1

Title: Mr/ Mrs/ Miss/ Ms / Other: _____

Surname: _____

Forename: _____

Position: _____

Email: _____

Delegate 2

Title: Mr/ Mrs/ Miss/ Ms / Other: _____

Surname: _____

Forename: _____

Position: _____

Email: _____

* For additional delegate places please complete the delegate section on a separate booking form.

Company Details:

Company Name: _____

Address: _____

Telephone: _____

Fax: _____

Authorising Manager

Title: Mr/ Mrs/ Miss/ Ms / Other: _____

Surname: _____

Forename: _____

Position: _____

Telephone: _____

Email: _____

Purchase order No.: _____

Course fee: £ _____

VAT: £ _____

Total: £ _____

Methods of Payment

- Cheque (enclosed) – Made payable to Graydon UK Limited.
- Credit Card – we will contact the Authorising Manager to take credit card details.
- Charge to my account (existing customers only) – my account number is: _____
- BACS Transfer. – Natwest Bank Plc, Edgware Branch, 317 Hale Lane, Edgware, Middlesex, HA8 7UG.
A/c Name: Graydon UK Ltd. A/c No: 04270665. Sort Code: 60-07-31. Use Ref: "your company name – Training".
Payment must be received one week prior to the delegate attending the training course.

By signing this booking form you are agreeing to the Terms and Conditions overleaf.

Signature: _____

Date: _____

Pre-course information will be sent directly to the registered delegate(s).

I wish to be kept up-to-date with Graydon Training & Development Courses.

If you have any queries please contact us on: **020 8515 1440** or email: training@graydon.co.uk

GRAYDON UK LTD TRAINING TERMS & CONDITIONS

“Agreement” means the booking form together with these terms and conditions.

“Booking Form” means Graydon’s Booking Form, completed by the Client in accordance with this Agreement.

“the Client” means the client of Graydon whose name and other details appear on the Booking Form.

“Graydon” means Graydon UK Ltd or any of its associated companies, as defined by the Companies Act 1985.

“the Parties” means Graydon and the Client.

“the Training Services” means the training services to be provided by Graydon as specified on the Booking Form.

ENTIRE AGREEMENT

1.1 This Agreement constitutes the entire and only Agreement between the Parties relating to the subject matter hereof, and supersedes all previous agreements, representations or communications relating to the subject matter of this Agreement.

1.2 No variation of this Agreement shall be valid unless agreed in writing and signed by authorised signatories of both Parties.

TERM

2.1 This Agreement shall commence upon receipt by Graydon of the Booking Form, duly completed and signed by an authorised signatory of the Client.

2.2 This Agreement shall terminate upon completion of the Training Services detailed on the Booking Form or as otherwise terminated in accordance with these terms and conditions.

2.3 Graydon may terminate this Agreement without notice and without liability to the Client if the Client fails to pay Graydon the charges in accordance with this Agreement.

2.4 Graydon may terminate this Agreement without liability to the Client by giving notice in writing to the Client if the Client:

2.4.1 commits a breach of any of the terms or conditions of this Agreement; or

2.4.2 enters into insolvent liquidation, receivership, administration or suffers any similar action, or enters into an agreement with its creditors.

2.5 The right to terminate this Agreement shall be without prejudice to any other right or remedy of Graydon in respect of any breach of this Agreement by the Client.

2.6 Any waiver of a breach of any provision of this Agreement shall not be considered as a waiver of any subsequent breach of the same or any other provision hereof.

BOOKINGS

3.1 To make a booking, the Client should complete all the details on the Booking Form and return it to Graydon at its trading address. The Client should either enclose a cheque for the correct payment or indicate on the Booking Form that it wishes to pay by credit card.

3.2 On receipt of the Booking Form, Graydon will send out confirmation of the booking and joining instructions, including course timings, venue details and location directions and map. If the Client has indicated that it wishes to pay by credit card, a member of the Graydon team will be in touch to take payment over the phone.

CHARGES

4.1 The fees will be exclusive of VAT. Where applicable, VAT will be charged on the fees at the prevailing rate. A VAT invoice will be raised at the end of the month in which the booking was received by Graydon. Payment must be made to Graydon within 30 days of invoice date. If the Client is not a registered customer of Graydon’s credit information services, payment must be made at least one week in advance of the course date if this is prior to 30 days from invoice date. It is not possible to guarantee attendance on the course for Clients, who are not registered users of Graydon’s credit information services, if payment is not received one week prior to the course date.

4.2 Each course fee includes all course documentation, lunch and tea and coffee in the morning and afternoon.

4.3 The Client shall be responsible for any travel, subsistence, accommodation or other incidental expenses of the delegate.

4.4 Graydon reserve the right to charge interest on any overdue invoices at a rate of 4% above the prevailing Natwest base rate.

CANCELLATION / POSTPONEMENT POLICY

5.1 Cancellations must be made in writing (e-mail is acceptable).

5.2 In the event of a cancellation by the Client, the following charges will apply:

- 28 days or more prior to the date of the course – 20% of the course fee
- 15-27 days prior to the date of the course – 50% of the course fee
- less than 15 days prior to the date of the course – 100% of the course fee

5.3 If the Client wishes to postpone attendance on the course to a different date, a request for postponement must be made in writing (e-mail is acceptable).

5.4 In the event of postponement being agreed by Graydon, the following charges shall apply:

- Request made 15-27 days prior to the date of the course – 20% of the course fee
- Request made less than 15 days prior to the date of the course – 50% of the course fee

5.5 In the event of a Client requested postponement, the original course fee and the postponement fee will be payable in accordance with this Agreement.

COURSE CHANGES

6.1 Due to a commitment to continuous improvement of its courses, Graydon reserves the right to change the course content and/or the course trainer in line with market requirements.

6.2 Graydon reserves the right to change course dates and venues without liability to the Client. In such circumstances, notice will be given to the Client in writing (by letter or e-mail).

6.3 In the event of a cancellation by Graydon, where a suitable alternative cannot be arranged, Graydon shall refund in full monies received in respect of the applicable course.

WARRANTIES AND LIABILITY

7.1 Graydon warrants that the Training Services will be performed by appropriately qualified and trained personnel using all reasonable care and skill.

7.2 The warranties expressly set out in this Agreement are the only warranties that Graydon gives in relation to the Training Services and all other warranties and representations are excluded to the extent permitted by law.

7.3 Graydon’s liability to the Client in respect of any claim for personal injury or death caused by negligence on the part of Graydon, its employees, agents or sub-contractors, shall be unlimited.

7.4 Graydon’s liability to the Client in respect of any other claim shall be limited in aggregate to the sums (excluding VAT) paid by the Client to Graydon under this Agreement.

7.5 Graydon shall not be liable for any indirect or consequential loss including, but not limited to, loss of profits, loss of earnings, business interruption or loss of business or goodwill, even if Graydon had notice of the possibility of the Client incurring such losses.

FORCE MAJEURE

8.1 Neither Party shall be liable to the other in respect of any failure to carry out its obligations under this Agreement (except to pay the charges as set out in Condition 4) due to any cause of whatever nature outside its reasonable control.

GENERAL

9.1 Each Party undertakes to comply with all applicable legislation.

9.2 Without prejudice to Condition 9.1, the Client warrants and undertakes to Graydon that all personal data given to Graydon complies in all respects with the Data Protection Act 1998 and that Graydon may use such information for the purposes of administering and/or providing the Training Services.

9.3 Graydon may monitor and/or record all telephone calls for the purpose of training and improvement to its customer service.

9.4 This Agreement shall be governed by and interpreted in accordance with the laws of England and the Client submits and consents to the exclusive jurisdiction of the English courts in all matters relating to this Agreement.

9.5 Both parties agree that nothing in this Agreement shall be construed as creating a right that is enforceable by any person who is not party to this Agreement.