

## Training Booking Form

### About You

<b>Your Name</b>		<b>Address Details</b>	
<b>Position</b>			
<b>Company</b>			
<b>Telephone</b>			
<b>*Email</b>		<b>Postcode</b>	

### About the Course

<b>Course Title</b>			
<b>Date(s)</b>		<b>Training Location</b>	<input type="checkbox"/> <b>Guernsey</b> <input type="checkbox"/> <b>Jersey</b>

### Name of Delegate(s)

<b>1</b>		<b>5</b>		<b>9</b>	
<b>2</b>		<b>6</b>		<b>10</b>	
<b>3</b>		<b>7</b>		<b>11</b>	
<b>4</b>		<b>8</b>		<b>12</b>	

### Payment Method

<input type="checkbox"/>	<b>Cheque Enclosed</b>	<b>Guernsey</b> - Made payable to; <b>Coppolo &amp; Coyde Limited</b> <b>Jersey</b> - Made payable to; <b>Coppolo &amp; Coyde (Jersey) Limited</b>
<input type="checkbox"/>	<b>BACS Transfer</b>	This should be made payable to: <b>Guernsey</b> A/C No: <b>74251120</b> Sort Code: <b>60-09-20</b> <b>Jersey</b> A/C No: <b>74276972</b> Sort Code: <b>60-09-20</b>
<input type="checkbox"/>	<b>Invoice</b>	Please quote purchase order number: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>

### Please return forms to the appropriate training department

#### All Guernsey based courses:

#### All Jersey based courses:

<b>By Post</b>	Coppolo & Coyde Ltd Bon Enfant Vinery La Rochelle Road Vale Guernsey GY3 5DZ	<b>By Post</b>	Coppolo & Coyde (Jersey) Ltd Alares House Jersey Airport St Peter Jersey JE1 1BY
<b>By Fax</b>	01481 247259	<b>By Fax</b>	01534 870454
<b>Queries?</b>	Please telephone 01484 247248 Or email <a href="mailto:info@copcoy.com">info@copcoy.com</a>	<b>Queries?</b>	Please telephone 01534 870455 Or email <a href="mailto:info@copcoy.com">info@copcoy.com</a>

**\*Booking confirmation will be sent by email**

## Terms and Conditions for Training Courses

### Delegate Information

For practical courses such as Confined Spaces and Plant training, delegates should provide their own Personal Protective Equipment in a clean working order which includes safety helmets, protective gloves, safety footwear etc

Please advise us in advance if delegate(s) have any special dietary requirements, any physical disabilities that would impact upon the course or any communication barriers that would impact upon the training course. We will endeavour to cater for everyone but we do require notification in advance.

Delegates should be physically fit to withstand the rigours of any practical based training. If there are any doubts about the fitness of a delegate to attend a training course then the onus will be on the client and delegate to seek a medical opinion.

Delegates are required to arrive at the course in good time. If the delegate is unable to attend on the day of training due to unforeseen circumstances we will still have to charge you as we still incur the costs and will not be able to sell the place to another client.

### Cancellations

Coppolo & Coyde reserves the right to cancel or alter the dates or provision of service, the venue and the individual or organisation providing the service. In the event of a cancellation, bookings will normally be transferred to the next available course unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different course by the client, Coppolo & Coyde reserves the right to apply the following charges;

Notice Given by Client	% of course fee levied by Coppolo & Coyde
More than 28 days	0%
15 – 28 days	25%
3-14 days	50%
2 days or less	100%
Non-attendance without notice	100%

Telephone cancellations can be accepted but must be confirmed immediately in writing (by post, fax or email).

### Payments

Please ensure that payment is received within 30 days of the invoice &/or before the event – whichever is sooner.

Your place on a course will be confirmed once payment has been made (training certificates will not be dispatched until full payment is received).

### Liabilities

Coppolo & Coyde hereby limits its liability for any loss or damage, or any consequential or indirect loss arising from the performance of or failure by Coppolo & Coyde to perform any of the hereunder to two times the fee received by Coppolo & Coyde in the calendar year in which the alleged negligence occurred.