**BOOKING FORM:**

**Working With Employers**

Dates: 29-30 June 2022

Online course delivered on Zoom.

**Please complete and return this form to** **training@base-uk.org**

Course fees:

£240+vat (member rate)

£295+vat (non-member)

**Enquiries: 01204 880733 Email: training@base-uk.org**

**Please book a place on the course for the following delegate:**

Name of delegate(s):

Organisation:

Address:

Telephone: E-mail:

Please indicate any individual needs regarding physical access, dietary needs or communication:

**Payment: (Please read the terms and conditions)**

You will be invoiced by our trading company, Inclusive Trading CIC. I enclose a purchase order number to confirm the booking.

**Purchase order no: ………………………………………..**

BACS payment details are available on request.

**Invoicing Address**: Please forward an invoice to the following address (if different):

**I confirm that I have read and agree to the terms and conditions:**

**Authorised signature**

Name: Position:

Date: Contact number:

**Working With Employers**

**This booking is subject to the following terms:**

**Terms**

A purchase order is required to confirm the booking. Cancellations less than 28 days notice will be subject to a cancellation fee of 50% of the notified fee in this agreement.

Delegates that withdraw from the course prior to completing will not be entitled to a refund in course fees.

BASE reserves the right to cancel or amend the dates of scheduled events in the light of unforeseen circumstances. BASE will endeavour to accommodate any requested amendments or reschedule dates to meet the requirements of participants.

Participants will receive a certificate of attendance from BASE.

**It is a requirement that attendees have their cameras switched on throughout the course.**