



ALX TRAINING OPEN COURSE BOOKING FORM

Contact Name: _____		Contact Number: _____		
Please send an invoice to: _____				
Email: _____		Purchase Order No. _____		
Session	Date	Delegate Name	Job Title	Email
TERMS AND CONDITIONS 1. PAYMENT TERMS 1.1. Full payment must be received ahead of the training session. Once a place on the above course has been confirmed, an invoice will be issued. 2. CANCELLATION, RESCHEDULING OR CHANGE OF A SHORT COURSE OR PROGRAMME 2.1. ALX Training Ltd reserves the right to cancel, reschedule or change the location of a course, if in the opinion of ALX Training Ltd, such an action is necessary. ALX Training Ltd will notify the customer		as soon as the change is made. In such circumstances, the customer has the option to attend the rescheduled course, apply the fees to another course, or to receive a refund or credit note for the course fees paid but shall not otherwise be entitled to compensation or costs or damages arising from such a cancellation or changes. 2.1.1. Customers may cancel or defer to the following session providing that 14 working days' notice is given to ALX Training Ltd prior to the start date of the course. 3. SPECIAL REQUIREMENTS 3.1. Should any of the delegates require special equipment		72 hours' notice needs to be given to ALX Training Ltd. 4. DATA PROTECTION 4.1 ALX Training are collecting your information for purposes of administering your enrolment on your selected course. We will not disclose your information to any third parties without your prior consent. Full terms and conditions can be found at alxtraining.com Please return this form to: alex@alxtraining.com Or ALX Training Ltd, Hilary House, 19 Hilary Street, St Helier, Jersey, JE2 4SX