

**Paramount Learning Ltd****Booking Form****Course****Date****Location****Nr of delegates**

**Cheques to be made payable to Paramount Learning Ltd**  
**If you wish to pay by BACS please request details.**

**Terms and Conditions of Booking**

Course fees are payable at the time of booking.

Paramount Learning will confirm acceptance of your booking having received a completed form and payment. Details of confirmation to be forwarded to client within seven days of receipt of booking and payment.

**Cancellations**

If you cancel within 30 days of the scheduled event you will be entitled to a refund of 75% or a place on a later scheduled course. In the event of cancellation between 15 and 30 days before the event Paramount Learning Ltd will reimburse 50% of your course fees. Cancellation within 14 days of a scheduled event results in forfeiture of fees paid.

Paramount Learning will use its best efforts to ensure that all courses run as scheduled. However in the event that a course cannot be run due to unforeseen circumstances then Paramount Learning Ltd will offer an alternative date or if this cannot be accommodated a full refund of fees will be paid.

**Company Details**

**Name**  
**Address1**  
**Address2**  
**City**  
**Postcode**  
**Telephone**  
**Delegates details**

**Name**  
**Tel**  
**Email**

**Name**  
**Tel**  
**Email**

**Name**  
**Tel**  
**Email**

**Name**  
**Tel**  
**Email**

**Any special dietary requirements?**

**I have read and accept the terms and conditions of booking detailed on this form.**

**Signature..... Date.....**

Please send your completed and signed booking form including payment to:  
 Paramount Learning Ltd, 478 Halifax Rd, Bradford, BD6 2LH  
 Tel 01274 675014, Mob 078182 244084, e-mail info@paramountlearning.co.uk