

COURSE BOOKING FORM

To book a place on any of our courses, contact Quest on
01285 861734 or email admin@questpartnership.co.uk to check availability & price.

Name: _____ **Job Title:** _____ **Company:** _____

Address: _____

Invoice Address (if different): _____

PO number (if required): _____

Tel No: _____ **E-Mail:** _____

Course Title or Code	Course Dates	Course Location	Delegate Name(s)	No Places Required	Cost per Delegate
					+ VAT
					+ VAT
Total Cost:					+ VAT

Your training entitles you to register with the BPS. If you wish to do this, the BPS will invoice you separately.

Price is exclusive of accommodation. If you would like information on local Gloucestershire hotels, tick here Instalment options available for independent delegates

Please note that by signing this form, you are giving your agreement to abide by Quest Partnership's Terms and Conditions (See Summary below, or for full details, visit our website: www.questpartnership.co.uk/terms.pdf).

Signature _____ Date: _____
 (we will accept an e-signature providing that this form is returned from a business email account)

Please return this form by email to: admin@questpartnership.co.uk , fax to: 01285 860 990
 or post to: Quest Partnership Ltd, A3a Lakeside Business Park, South Cerney, Gloucestershire, GL7 5XL

Where did you hear about our courses? Internet Search Magazine Article Recommendation Other (please specify

Quest Partnership Ltd Summary Terms & Conditions

Last revised: Jan 2014

1. Quotations are valid for a period of 30 days from date produced unless previously withdrawn. Reasonable errors and omissions are excepted.
2. The price quoted for Products and /or Services supplied by Quest Partnership shall be exclusive of any postage, VAT or other taxes.
3. A written or signed acknowledgement of the proposal of work outlined in this document will constitute a Contract between Quest Partnership and the Client for the provision of services.
4. Any work produced during or as a result of the Contract with the Client are the absolute property of Quest Partnership (except where existing property rights take precedent). Such works shall not be reproduced in whole or in part by the Client without prior agreement.
5. Each party involved in the Contract shall keep confidential all personal and commercial information obtained from the other.
6. Quest Partnership commits to, and requires the client to observe all its legal, professional and ethical obligations in regard to the Personal Data of others that it collects in the course of delivering the proposal.
7. The Client shall accept that the Consultancy Day Rate covers a maximum of 8 working hours. An extended Consultancy Day Rate is chargeable beyond this period. Where the travel time in normal conditions to the location of the work would extend a consultant's total day to beyond 12 hours, we reserve the right to charge an Extended Day Rate.
8. Invoices are due for payment within 30 days.
9. If the Client fails to pay any invoice then Quest Partnership reserves the right to charge interest on the sum outstanding at a rate of 1.5% per month.
10. Quest shall be entitled to withhold delivery of Products or Services or cancel the contract if the Client fails to pay any sum by the due date.
11. Cancellation Policies:
 - a. Online Services – the Client is responsible for the payment of any online test or questionnaire once a link has been set up. If a candidate fails to complete the assessment, a set-up fee of £28 + VAT will be payable.
 - b. Consultancy Services – Cancellation within 2 weeks of delivery will be charged at the full fee.
 - c. Cancellation within 2-4 weeks of delivery will be charged at 50% of fees.
 - d. Training courses – Quest Partnership reserves the right to cancel or re-schedule courses without penalty or liability if there are insufficient bookings.
 - e. If a course delegate cancels their attendance within 10 days of the start of the course, full course fees will be charged.
 - f. If a course delegate cancels their attendance within 11-21 days of the start of the course, 50% of course fees will be charged.
 - g. If a course delegate cancels their attendance more than 21 days before the start of the course, no cancellation fees will be charged other than the cost of any course materials already sent out.
 - h. One transfer from one course to another will not be treated as a cancellation, however an admin fee of £50 + VAT will be charged. Any further transfers will be treated as a cancellation and fees charged as above.
12. Once placing an order, the Client agrees to abide by the full Terms and Conditions - these are available for viewing at www.questpartnership.co.uk/terms.pdf