

# Booking Form



Course

Date

Venue

Name

Establishment

Address

Postcode

Telephone

Email

I would like to book \_\_\_ places @ £100 + VAT (£115 inc.VAT) each

I enclose a cheque/postal order for a total of £ \_\_\_\_\_ made payable to Early Ideas

Please invoice my establishment, I enclose an official purchase order

Please tick appropriate payment method

Please return this form along with your payment and your signed form to say you have read and agree with our terms and conditions (see overleaf) to

Kirstine Beeley (Proprietor), Early Ideas, c/o 9 New Road, Drayton Parslow, Bucks, MK17 0JH



# Terms and Conditions

## **Bookings**

Bookings must be made using an official booking form, giving full contact details and should be accompanied by full payment for the number of places requested.

Once accepted and confirmed, your booking becomes a legally binding contract. If you subsequently cancel your place on a course then a cancellation charge may apply.

## **Cancellation**

In the event of cancellation by the customer, the customer shall receive a refund as calculated below :-

- a) 0% refund if cancellation is received less than 21 working days prior to the date of the course.
- b) 50% refund if cancellation is received between 28 & 21 working days prior to the course.
- c) 75% refund if cancellation is received between 56 & 28 working days prior to the course.
- d) 100% refund if cancellation is received 56 working days or more prior to the course.

Cancellations must be confirmed in writing either by post, fax or email.

In the event that the course is cancelled by Early Ideas the customer will be offered the choice of a full refund or a place on a course on an alternative date and time.

## **Equipment**

Early Ideas has been assured by its suppliers that all equipment provided complies with UK safety standards for educational resources and products are supplied with all appropriate packaging and labelling. Not all resources supplied by Early Ideas, free as part of our workshops, are suitable for use with all ages of children. Should the customer find the goods to be faulty in anyway Early Ideas will be happy to replace the item if notified within 28 days of the course. .

Please sign below to show you have read and agree with these terms and conditions. We look forward to seeing you on the course. Confirmation of your booking will be sent to you shortly.

Signed \_\_\_\_\_ Date \_\_\_\_\_