The Furniture Ombudsman

Training Booking Form

Telephone
To make bookings, check availability and dates or arrange in-house/ bespoke training call us on
0845 653 2064

Fax
0845 653 2065

Post
The Furniture Ombudsman Training
Maxwell Road
Stevenage
Herts
SG1 2EW

On receipt of your booking we will send confirmation, locations map and receipt/invoice for you payment.

Data Protection Act 1998
Information held on computer by FIRA will be used only for the purposes of our business as required under the Act. We may call or write to you with details of the services we offer.

You may request in writing a copy of the details we hold on you. You may request in writing that we do not contact you by phone, email and/or post.

Terms of business

Payment
The course fee must be paid in full, not later than 15 working days prior to the start of the course. We reserve the right to re-allocate the place to another delegate if fees are not paid on time.

Late payment
We reserve the right to charge interest on all outstanding amounts at the rate of 5% per calendar month for the period of overdue payment.

Cancelling courses
Must be made in writing and received not later than 15 working days prior to the start of the course. If a booking is cancelled within the 15 days or if the delegate fails to attend the course, the full fee is still payable.

Changes to the event
We reserve the right to make any changes to the event as required, to the content, schedule, etc.

We reserve the right to refuse places.

A division of FIRA International Ltd
Registered Number 318 1481 England
VAT number GB 749 9337 73

Please complete the following form and return by fax/post or telephone us to check availability or arrange in-house training

Booking Details

Course Name: _____

Event Date: _____

Number of places: _____

Please photocopy this sheet if you wish to book on multiple courses

Company Details

Company name .....

Address .....

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.....Post Code .....

Contact Details

Contact name .....

Contact telephone .....

Contact email .....

Delegates names.....

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Payment Details

Cost per place (inc. VAT) £ .....

Number of places .....

Total amount (including VAT) £ .....

Please photocopy this sheet if you wish to book on multiple courses or at multiple rates

Method of payment

☐ **Cheque** enclosed made payable to 'The Furniture Ombudsman'

☐ **Credit card** payment ☐ VISA ☐ MasterCard ☐ SWITCH

Account No |_|_|_|_| |_|_|_|_| |_|_|_|_| |_|_|_|_|

Expiry date |_|_|_|_| Issue No ..... (for Switch only)

Signature .....

Last 3 numbers of security code
(see signature strip on reverse of card) |_|_|_|

Name of cardholder .....

☐ **Invoice** against Purchase Order No .....