

# Hillingdon Training Ltd

## Manual Handling 1 day course Booking Form



### Manual Handling One day course

*Employers have a duty to ensure that they reduce the risk of injury to employees who may use incorrect manual handling techniques (Manual Handling Operations Regulations).*

Please complete the form below and fax or send by post with your order number:

**Hillingdon Training Ltd, 2nd Floor, Unit A, Eagle Office Centre, The Runway, South Ruislip, HA4 6SE**

Company Name:	
Address:	
Postcode:	
Contact Name:	
Telephone No:	
Email:	
Purchase Order No:	

Candidate Names

Candidate 1	
Candidate 2	
Candidate 3	
Candidate 4	
Candidate 5	
Candidate 6	
Candidate 7	
Candidate 8	
Candidate 9	
Candidate 10	
Candidate 11	
Candidate 12	
Candidate 13	
Candidate 14	
Candidate 15	

The cost of this course is £40 per candidate.

Do any of the candidates hold any current First Aid qualifications?


Please supply details of any of the candidates who may have a medical condition or allergy you think we need to know about.


Please indicate your preferred course dates by numbering the boxes in preference order

May	3	<input type="checkbox"/>	November	17	<input type="checkbox"/>	March	14	<input type="checkbox"/>
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Please fax or post this booking form to Hillingdon Training Ltd, we will invoice you upon receipt of your order. Payment must be paid in full before the commencement of the course.

**Hillingdon Training Limited,  
2nd Floor, Unit A,  
Eagle Office Centre, The Runway,  
South Ruislip, HA4 6SE.  
Phone: 01895 671976  
Fax: 020 8581 8084**

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# Hillingdon Training Ltd

## Terms and Conditions

1. These terms and conditions are between Hillingdon Training Limited ("Hillingdon Training") and the Customer. They replace any previous terms and conditions of Hillingdon Training and are the complete and only terms and conditions between the parties. All dealings between Hillingdon Training and the Customer shall be governed by these terms and conditions, which shall prevail over any other matters.
2. These terms and conditions and any Contract formed pursuant to them may be varied provided an authorised representative of Hillingdon Training confirms any variation in writing.
3. A binding Contract will be formed when Hillingdon Training accept a Customer's order for services. An invoice will be dispatched prior to delivery of the performance of the service and shall be payable within 14 days (subject to paragraph 5).
4. In the case of the provision of a training course by Hillingdon Training, payment must be made in full prior to the commencement of the course. Certificates to prove completion of the course may be withheld by Hillingdon Training until payment is received. No refund shall be given should a delegate fail any course provided by Hillingdon Training and Hillingdon Training make no guarantee as to a delegate successfully passing any course. A revised booking form must support any changes to a booking. No changes will be accepted by Hillingdon Training unless the revised booking form is forwarded to Hillingdon Training.
5. If the Customer notifies Hillingdon Training in writing of an intention to cancel any course booking, (providing the full course fee has been paid) more than 10 working days prior to the commencement date, a 50% refund shall be given, within 10 working days of the commencement date no refund shall be given. No refund shall be given if a delegate does not attend or is withdrawn during the course, the full course fee shall remain payable.
6. Hillingdon Training shall not be liable to the Customer by any failure to perform Hillingdon Training obligations under Contract if the failure is due to any cause beyond Hillingdon Training's reasonable control. Hillingdon Training shall not be liable for any loss suffered by the Customer (except in respect of death or personal injury caused by Hillingdon Training negligence) including loss of profits arising out of performance of the Contract by Hillingdon Training (or its servants or agents)
7. Hillingdon Training reserves the right to cancel and/or amend course dates, times, contents and venues. Every effort will be made to give the Customer as much notice as possible and offer a reasonable alternative. If these are not satisfactory Hillingdon Training shall refund in full the price of the course. No further compensation will be given.
8. Hillingdon Training reserves the right to cancel and/or amend course dates, times, contents and venues. Every effort will be made to give the Customer as much notice as possible and offer a reasonable alternative. If these are not satisfactory Hillingdon Training shall refund in full the price of the course. No further compensation will be given.
9. Hillingdon Training reserves the right to remove or amend any part of its publications or manuals without prior notice or consultation. Whilst every effort has been made to ensure the accuracy of the information contained in the publications and manuals, Hillingdon Training shall not be liable for any inaccuracies or for any subsequent mistreatment of any person or property, however caused.
10. The Customer shall indemnify Hillingdon Training for any loss or expenses caused as a result of providing inaccurate information to Hillingdon Training, mistakes contained within the Customers order, changes to the Contract requested by the Customer, the cancellation of the Contract by the Customer or breach of the Contract by the Customer (subject to Hillingdon Training using all reasonable endeavours to minimise such loss).
11. The Customer shall not be entitled to set off or deduct any amount from any invoice unless otherwise agreed by Hillingdon Training.
12. If the Customer becomes bankrupt or enters into liquidation, administration or administrative receivership or has a receiver of any of its assets appointed (or ceases or threatens to cease carrying on business) Hillingdon Training shall be entitled to cancel any outstanding Contract(s) and/or suspends further deliveries or services without liability to the Customer and any sums outstanding shall become immediately due.
13. Any dispute that cannot be resolved between parties should be referred to the discretion of a sole arbitrator to be agreed between the parties or, in default of agreement, appointed at the request of either party by the president of the Chartered Institute of Arbitrators. Arbitration shall take place in accordance with the Arbitration Act 1996.
14. Any written notice given under these terms and conditions shall be served by either registered post or facsimile to the relevant party's registered/principle office or last known address.
15. These terms and conditions shall be governed and construed in accordance with English law and the parties submit to the exclusive jurisdiction of the English Courts. In the event that one or more clauses of these terms and conditions becomes invalid, illegal or unenforceable, the enforceability of the remaining provisions shall not be affected.