

# Health & Safety Certification & Services Ltd

Eldon House, 100 Princes Street, Kettering, Northamptonshire, NN16 8RR  
 Tel: 01536 414966 Fax: 01536 416933 email: [info@hscsltd.co.uk](mailto:info@hscsltd.co.uk)  
 HSE/ITSSAR National Training Provider No 3:10005 Registered in England No 06991213

## Training Course Booking Form Clients Site

Company	
Address	Tel No
	Fax No
	Email

Postcode	Order No	Value £ (+VAT)	Originator
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<b>TRAINING</b>				
Site Address (If different to above)				
Contact at Site -		Contact Telephone Number		Start Time
Delegate/s First Name	Surname	Course	Experience Level*	Date/s
1				
2				
3				
4				
5				
6				
<b>* Experience Levels Guide</b>	<b>Novice</b> 0 to 1 months experience operating this equipment	<b>Experienced</b> More than 1 months experience operating this equipment	<b>Refresher</b> Holds certification but needs updating	<b>N/A</b> Not applicable to this course

INVOICE Address (If different to above)	
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Address for CERTIFICATION (If different to above)	For the Attention Of -
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I confirm that I am authorised by the above company to book the above training, and that I have read, understood and agree the HSCS Ltd terms and conditions as supplied.	Signature	<b>Payment Method</b>	
		On Account (Account Holders Only)	
		Cheque payable to: Health & Safety Certification & Services Ltd	
		BACS- Halifax / BOS Sort Code 12-24-82 Acc No 02339075	
Print Name			

When completed please return the booking form to our address above. Confirmation will be sent by return

Post To –	100 Princes Street, Kettering, Northamptonshire, NN16 8RR
Fax To –	01536 416933
Email To -	<a href="mailto:info@hscsltd.co.uk">info@hscsltd.co.uk</a>

# Health & Safety Certification & Services Ltd

Eldon House, 100 Princes Street, Kettering, Northamptonshire, NN16 8RR  
General Standard Terms and Conditions of Sale for Goods and Services

**Definitions** - “**Purchaser**” the person who buys/agrees to buy Products or Services from the Seller. “**Seller**” Health & Safety Certification & Services Ltd. “**Company**” Health & Safety Certification & Services Ltd. “**Conditions**” terms and conditions of sale set out in this document and any special terms and conditions agreed in writing by the Seller. “**Delivery date**” the date specified by the Seller when the Products or Services are to be delivered. “**Products**” those goods specified. “**Services**” those Services specified. “**Price**” the price for the Products or Services excluding carriage, insurance, V.A.T. “**In house course**” courses offered by the Company to customers at a location specified by the customer. “**Public course**” courses offered by the Seller at locations specified within the course booking details. “**Consulting**” professional advice offered by the Company at locations specified by the customer. “**Customer**” the person, firm or corporation contracting for the purchase of goods or services from the Company. “**Confirmation**” a legally binding contract instructing the Company. “**Delegate**” a person attending a public or in-house course. “**Course materials**” any documentation, listing instructions and statements in machine-readable or printed form. “**Working day**” every day of the week excluding Saturday, Sunday and UK statutory holidays. “**Training day**” is generally of six hours duration excluding breaks unless expressly stated otherwise.

**General** - These conditions shall be deemed to be incorporated in all contracts. In cases of inconsistency with any order or letter of correspondence sent by the Customer to the Company or any other communication between the Customer and the Company whatever their respective dates the provisions of these Conditions shall prevail unless expressly varied in writing and signed by a director on behalf of the Company. If the Company chooses not to enforce any of the Conditions of these Conditions this shall not affect the rights of the Company under the remainder. If in any particular case any of these Conditions shall be held to be invalid or shall not apply to the contract the other Conditions shall continue in full force and effect.

**Overall** - Customers are responsible for ensuring the backgrounds of delegates are suitable for training courses they attend. The Company will not be liable for refunds where delegates fail the course prerequisites. In no circumstances will the Company be liable to refund any amount in excess of the agreed fee for the training course booked. This applies particularly (but is not limited) to travelling, subsistence or consequential expenses incurred by delegates. Suitably qualified delegates may be substituted at any time prior to the course start.

**Booking** - Bookings will be only accepted if:

- a valid purchase order is received by the Company from a Customer who has a credit arrangement with us OR
- the full purchase price is received by the Company in advance

Once a booking has been expressly accepted, cancellation terms apply. The Company reserves the right not to accept any customer order.

## **Cancellation charges**

“In house” courses - 11-20 working days notice 50% of course fee, 0 – 10 working days notice 100% of course fee

“Public courses” – 6 – 10 working days notice 50% of course fee, 0 – 5 working days notice 100% of course fee

“Consultancy” - 5 – 0 working days notice – 100% of the course fee

**Carriage, Post and Packing** - Carriage, post and packing for deliveries is recharged at cost.

**Duties and taxes** - Any relevant duties or taxes inc. V.A.T. are added to the cost of sales at the prevailing rate.

**Warranties** – The Company warrants all “in house”, “public” courses and “consultancy” supplied hereunder will be conducted in a professional manner in accordance with generally recognised practices and standards. The Company warrants that it will provide appropriately qualified and experienced instructor(s) and consultant(s) to deliver “public” and “in house” courses and “consultancy” using suitable materials, including course materials. The Company warrants that all personnel provided by the Company are employees of the Company. The Company’s liability for loss and damage shall be limited to a claim for damages. The maximum aggregate liability will be the charges for the course out of which the loss or damage has arisen. The Company will not be liable for indirect, special or consequential loss, including loss of anticipated profit, howsoever arising even if it has been advised of such potential loss.

**Prerequisites and Admission** – The Company reserves the right to refuse/curtail the provision of training services if a delegate/substitute delegate attending on a customers behalf fails to satisfy the requirements. The Company reserves the right to refuse to admit any person it considers in its absolute discretion as unsuitable for admission to Company premises or to remove any such person after commencement of a Public Course.

**Extent of services** – The Company reserves full control of how its personnel carry out its professional training. The contents of course schedules are for general guidance only and do not form any part of a contract and the Company reserves the right to make any reasonable variations to the Public and In House Course (including the content of the courses) without notice. Any typographical clerical or other error or omission in any sales literature, administrative documentation, Course Materials, invoice or other document or information issued by the Company shall be subject to correction without any liability on the part of the Company. All our Services are delivered solely in the English language and all delegates must be sufficiently proficient with the English language before attending a course.

**Authorisation and Obligations of the Customer** - All bookings must be supported by written confirmation. The Customer certifies that unless otherwise notified to and agreed with the Company all delegates attending a “Public” or In-house course are employed directly by the customer. In all cases the Customer undertakes to bring these terms and conditions to the attention of Delegates attending a Public Course are suitably qualified and experienced to attend the course in accordance with the published prerequisites.

**Payment Terms** - The Company will raise an invoice on receipt of confirmation of order. Payment is due on receipt and should be received by the Company 7 days prior to the course commencement date. Payment is due immediately should a booking be made within 14 days of the course commencement date. Please make cheques payable to Health & Safety Certification & Services Ltd. If you prefer to pay by BACS ring 01536 414966 and we will fax our details to you.

**Late payments** – The Company reserve the right to charge interest on late payments 2.5% over bank base rate, or £5:00 per day.

**Certification** - Certification is not released until full payment has been made.

**Cancellation and changes to courses by the Company** – The Company reserve the right to cancel or change Public or In House courses and consultancy and undertakes to provide reasonable notice of cancellation or change except in an emergency. The customer will be entitled to a refund of any fee paid to the Company in the event of a cancellation or any change in the course date or significant change in the course venue but shall not otherwise be entitled to compensation or costs or damages arising from such cancellation. The Company will not be liable for any refund over and above the course fee if the Contract cannot be undertaken due to unforeseeable circumstances including illness, bad weather, road closures, accidents etc.

**Copyrights** - Copyright and all intellectual property rights for all Course Materials shall remain the property of the Company or the trading partner of the Company responsible for developing the course. The Customer agrees not to reproduce, sell, hire or copy Course Materials, in whole or part and not to use such materials except for the purposes of post course reference.

**Governing law** - All contracts are governed by the laws of England and the English courts shall have the non-exclusive jurisdiction to resolve any disputes arising out of or under them. Nothing in our terms and conditions shall in any way be deemed to affect or restrict your statutory rights under English or European Law