

Mintec Training Booking Form

Course title: _____

Date: _____

Venue: _____

Please reserve one place on this course for:

Title (Mr/Mrs/Miss): _____ First Name: _____ Last Name: _____

Job Title: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Course fees

Mintec provides intensive and expert training on both Datagain and their specialist purchasing seminars. These can take the form of standard training courses, customised in-house courses at your location, or workshops where Mintec's team work alongside your purchasing team to deliver specific objectives.

Course Title	Duration	Company Exclusive Courses	Public Courses
An Introduction to Datagain	0.5 Day	£900 per venue	£249 per delegate
Advanced Datagain techniques	1 Day	£1,200 per venue	£425 per delegate
Intelligent Purchasing (residential)	1.5 Days	-	£1,500 per delegate

The maximum number of delegates for any course will be 12. The minimum number of delegates will be at the discretion of Mintec.

Discounts

A number of discounts are available. Please refer to the terms and conditions for full details on course fees.

Early booking discount: Pay two months in advance and save 20%

VAT

All training courses taking place in the UK are subject to the standard rate of VAT payable by the participant.

Methods of Payment

Please select your preferred payment method.

Please call me to take my credit card details: Contact number: _____

Please invoice my company and quote purchase order number: _____

Specific Needs

Please let us know if you have any specific requirements, e.g. disabled facilities, dietary needs:

I confirm that I have read and understood the terms and conditions.

Delegate/Booker signature: _____ Date: _____

Should you have any queries, please phone us on +44 (0)1628 851313, fax us on 44 (0)1628 851321 or e-mail us at training@mintec.ltd.uk

All invoices to be paid in full before commencement of the course.

Booking Terms and Conditions

Payment of Invoices

All course fees are due **20 working** days before the start of a course, or 2 months prior to the start of the course if you qualify for an Early Booking Discount, other discounts will be applied at the time of booking. No payments will be accepted on the day.

Payment can be made by cheque, credit card or via an invoice and bank transfer.

Electronic Payments should be sent by BACS to:

Bank name: HSBC High Wycombe

Account name: Mintec Ltd

Sort Code: 40-24-17

Account Number: 92400790

All cheques to be payable to Mintec Ltd and sent to the following address:

Mintec Training

9 The Courtyard

Glory Park

High Wycombe HP10 0DG

United Kingdom.

VAT Number: 491998477

All payments must be made in Pounds Sterling.

Cancellations and Substitutions

For cancellations made within 20 working days of the start date of the course a fee of 50% of the full course fee will be charged.

For cancellations made within 10 working days of the start date of the course a fee of 100% of full course fee will be charged.

Cancellations and course transfers will be accepted up to 20 working days prior to the start date of the course, however, an administration fee of 20% of the full course fee will be charged.

Substitution of delegates on any course can be made at any time for no additional charge.

Residential Courses

Residential course bookings include tea/coffee, lunch, dinner, overnight accommodation and breakfast.

All other items ordered by the delegate must be paid for directly to the venue before leaving.

Company Exclusive Courses

Company exclusive courses do not include travel expenses.

If a company exclusive course is hosted in an offsite venue or requires travel to a location that cannot reasonably be reached within one day additional charges may apply.

Company exclusive courses can be run for a maximum of 12 delegates. If the requested number of delegates is more than 12, a second course will need to be arranged.

Public Courses

Public courses are charged on a per delegate basis.

Public courses can be run for a maximum of 12 delegates.

Course Content and Schedule

Mintec reserves the right to alter the advertised schedule of courses, which may include cancellation of a course. Where a course is cancelled by Mintec, individuals with confirmed

bookings on that course will be offered alternative dates. If there is not a suitable alternative course available, then a full refund will be given.

Mintec reserves the right to alter or amend the content of any course without notice in order to maintain a high quality service.

Mintec will not be liable for any losses or expenses, including consequential, arising from any such alterations or amendments to the course content and schedule including cancellation.

Mintec reserves all rights on the course materials. You may not, except with our express written permission, distribute or commercially exploit the course content, nor may you transmit it or store it in any electronic retrieval system.

Discounts on Public Courses

The discount offers below may not be combined.

Early booking discounts of 20% are available when full payment is made two months prior to the start date of the course.

If three or more bookings are made by the same organization for a specific course, the third delegate will be charged at ½ full price.

A discount of 5% will be made available for current Mintec clients on non-Datagain courses.

Data Protection Notice

Mintec will hold your contact details on its internal database. Your data will not be sold, commercially exploited or released to a third party. Mintec may use this data to provide you with information about Mintec's products and services deemed to be suitable for your commercial needs, unless you notify us otherwise.

Acceptable Use of Facilities

In placing a booking you agree to abide by Mintec's Acceptable Use Policy relating to the use of Mintec's facilities. This policy requires the following:

None of Mintec's facilities may be used to locate, display or transmit any material which is illegal, offensive or commercially sensitive.

No use may be made of any software or internet connection unless under the explicit direction of the Mintec Trainer.

No software, data or devices may be used on Mintec systems which has not been checked for viruses and which is not under the explicit direction of the Mintec Trainer.

Delegates must adhere to Mintec's non-smoking policy.

Exclusion

Mintec reserves the right to refuse access to its facilities and premises where there is reason to believe that a delegate is in breach of these conditions or where a delegate uses threatening, bullying, harassing or disruptive behaviour. Mintec will not be liable for any losses or expense (including course fees and consequential damages) incurred by a delegate arising from such an exclusion.

Specific Needs

Mintec is committed to providing the best care possible for our customers requiring extra assistance. Please let us know if you have any specific dietary or access requirements at the time of booking.