

Course Reservation Form 2018 (Page 1 of 2)

Courses at our Barnard Castle, UK facility	Starting	Ending	Price + VAT	No. of Places
<u>Cleanrooms Principles in Practice®</u>	20-MAR-18	22-MAR-18	£ 1295 / € 1515	
<u>Pharmaceutical Water Systems Principles in Practice®</u>	17-APR-18	19-APR-18	£ 1295 / € 1515	
<u>Pharmaceutical Microbiology for non-microbiologists</u>	25-APR-18	26-APR-18	£ 995 / € 1165	
<u>Critical Factors for Sterile Product Manufacture</u>	08-MAY-18	11-MAY-18	£ 1695 / € 1975	
<u>Current Requirements for Cleaning Validation</u>	12-JUN-18	13-JUN-18	£ 995 / € 1165	
<u>Pharmaceutical Sterilisation: Principles in Practice®</u>	11-SEP-18	13-SEP-18	£ 1295 / € 1515	
<u>Microbial Risk Management During Cleanroom Operations</u>	26-SEP-18	27-SEP-18	£ 995 / € 1165	
<u>Pharmaceutical Water Systems Principles in Practice®</u>	09-OCT-18	11-OCT-18	£ 1295 / € 1515	
<u>Current Requirements for Cleaning Validation</u>	06-NOV-18	07-NOV-18	£ 995 / € 1165	
<u>Pharmaceutical Microbiology for non-microbiologists</u>	20-NOV-18	21-NOV-18	£ 995 / € 1165	
<u>Biotechnology: Principles in Practice®</u>	22-NOV-18	23-NOV-18	£ 995 / € 1165	
<u>Critical Factors for Sterile Product Manufacture</u>	27-NOV-18	30-NOV-18	£ 1695 / € 1975	

**Please complete the above to select the required course, dates and number of delegates.
Please complete further details in BLOCK CAPITALS, tick or circle where applicable.**

If Applicable, Please Indicate if Opting to Undertake the Accredited Specialist Qualification: YES/NO

Reservation Made By/Position:
(NB: Booking confirmation and delegate information pack will be sent to this name)

Delegate Name(s) M/F & Title:

Position/Department:

E-mail Address:

Company Name:

Company Address inc. Post Code:

Telephone:

Fax:

Special Requirements (Dietary etc):

Fees

Course fees are detailed on our website. The course fee includes tuition, comprehensive course notes, refreshments and lunch. We don't enforce a dress code on our courses, however we do recommend that delegates dress appropriately for the type of course that they are attending, (PPE will be provided when required).

Terms and Conditions

See page 2.

Cheque/BACS Transfer Payments (page 2 of 2)

Please write clearly in BLOCK CAPITALS

If you wish to pay by credit/debit card you do not need to complete this form.

I wish to provide payment details for:

Delegate Name(s):

Course:

Date:

Purchase Order Reference:
(Please attach a copy of your Purchase Order Form)

Company VAT Number:

VAT 56B Exemption Number:

Invoice Address:
.....
.....

I require an invoice before payment can be made.
If this is the case please indicate below which method you will be using to pay upon receipt of the invoice.

Cheque
I will pay by cheque made payable to Honeyman Group Ltd.
Please remember to include your discount and VAT costs if applicable! Please feel free to contact us to confirm your fee.

Bank Transfer
I will pay by Bank Transfer (BACS) Payment.
Please remember to include your discount and VAT costs if applicable! Please feel free to contact us to confirm your fee.

GBP (£) Euros (€) Amount:

GBP £ = To HSBC Sort Code: 40-09-09 # Account Number: 31081403 # IBAN: GB16 MIDL40090931081403 # BIC/SWIFT Code: MIDLGB 2117L

Euros € = To HSBC Sort Code: 40-05-15 # Account Number: 57141916 # IBAN: GB21 MIDL 40051557 1419 16 # BIC/SWIFT Code: MIDLGB 22

Terms and Conditions

Cancellations received and confirmed by the Honeyman Group Ltd will incur a 50% fee up until 31 working days before the start date of the course, after which a sliding scale of further cancellation fees will be applied. No refund will be made for cancellations within 30 working days of the course start date and the full course fee will be due for delegates who fail to attend, (even if the course fee has yet to be received). Substitutions may be made at any time up to the start of the course, free of charge. Delegates completing the optional Teesside University Accreditation will incur a 50% cancellation (received in writing and confirmed by Honeyman Group Ltd) fee up until 31 working days before the start date of the course, after which the full course fee will be due. Cheques and Bank Transfers are to be cashed prior to booking confirmation. We reserve the right to charge an administration fee to delegates who wish to have their place transferred to another course. Reservations **not confirmed by payment** by the course start date will be allocated to any persons on a waiting list. Payment can be made by bank transfer or cheque (please see page 2). **Alternatively register via our website and pay by credit/debit card.** We reserve the right to change the programme, speakers, date or venue without notice, or to cancel an event. In the unlikely event of cancellation occurring, delegates will be notified as soon as possible and will receive a full refund of fees paid.

Honeyman Group Ltd is not responsible for transportation, accommodation or other costs incurred.

To reserve your place, please complete the Registration Section and a Payment Details Form (applicable only if paying by cheque/bank -mail. Or register via our website at www.honeyman.co.uk Upon receipt of registration, Honeyman Group Ltd will forward written confirmation and VAT invoice.

Receipt of this form by Honeyman Group Ltd consists a binding registration.