

## Training Course Booking Form

Telephone 01895 816160

**\*Mandatory Fields**

### 1) Candidate Details:

\*Forename:  \*Surname:

\*Company Name:

Bosch Network Membership: Bosch Car Service  Bosch Diesel   
 Other (please specify)

\*Address Line 1

Address Line 2

\*Town

\*County

\*Post Code

\*Daytime Tel Number

Mobile Number

\*Email Address

*Please note: confirmation letters will be issued by email*

### 2) Course Required:

\*Course Code & Title

\*Venue

\*Course Date(s) From  To

### 3) Payment Details:

FREE OF CHARGE (please provide valid serial no. of relevant Bosch equipment below)

**Equipment Serial#**

*Please note: equipment purchase entitles one free place only*

CREDIT/DEBIT CARD (please complete card details below)

CHEQUE (please make payable to Robert Bosch Ltd and post with booking form enclosed)

AGENT BOOKING (please provide PO number below if required)

**PO#**

TRAINING VOUCHER (please provide Voucher number below and enclose voucher if applicable)

**Voucher#**

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Card Type  Valid From  Expiry Date

Card Number:  -  -  -

Issue No (Switch)  Security Code

Billing Address House Number  Post Code

Name (as it appears on the card)

Cardholders Signature

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**4) Additional Information:**

Please inform us if you have any special requirements (i.e. access, dietary, auditory, visual etc.)

**5) Order Submitted By: (to be completed in the case of all 3rd Party / Agent Bookings)**

\*Company Name \_\_\_\_\_

\*Email Address \_\_\_\_\_

\*Contact Telephone \_\_\_\_\_

\*Order Submitted By \_\_\_\_\_ \*Date \_\_\_\_\_

*I can confirm that I have read and agree to the terms & conditions below.*

Authorising Signature \_\_\_\_\_

**6) Bosch Internal Use Only:**

SAP Invoice Number \_\_\_\_\_

Receipt Number \_\_\_\_\_

SAP Doc Number \_\_\_\_\_

Cheque Number \_\_\_\_\_

CDB?  MTP?

Date: \_\_\_\_\_

Administrators Name: \_\_\_\_\_

**Terms and conditions**

Course fees are payable in full before the start of the course in the case of direct bookings - no direct bookings will be confirmed until full payment has been received.

Should you be unable to attend, a substitute delegate is welcome at no extra charge. Simply notify the Bosch Training Admin team of any changes.

If you need to cancel a booking, please be aware of the conditions below. Cancellations must be communicated to the Bosch Training Admin Team (via the Booking Agent if applicable) by fax or e-mail using the contact details given below. We reserve the right to cancel a course, change the venue, and amend the dates and/or the fees and course tutors at any time and without prior notice.

**Cancellation Policy**

The following cancellation policy is in effect with customers who wish to cancel delegates from a course. Please be aware that it is the Booking Agent's prerogative to pass any cancellation charges or refunds on to the delegate. Garage customers should be advised to try to send an alternative candidate in the first instance:

- 15 days notice (or more) before course commencement date = 0% charge
- 8-14 days notice before course commencement date = 50% charge
- 0-7 days notice before course commencement date = 100% charge

1. In the event that we have to cancel courses due to circumstances beyond our control our first strategy will be to provide alternative dates for the course.
2. All days notices are quoted as working days in advance of first day of course.
3. Please note that the above policy has been created based on the cancellation policies of our suppliers (venues, trainers and equipment couriers), and although Robert Bosch Ltd does reserve the right to enforce the charges indicated above, we will only seek to do so where charges have been levied against us.
4. We would like to advise that the policy is not designed to be punitive but to recover or reimburse the actual costs involved. We also realise that cancellation can be a difficult area and would like to advise setting internal administration electronic system warning reminders 20/25 days in advance of course date(s) to review each individual course booking status regarding viability to run or advise cancellation.

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