



harm-ed

self-harm awareness training and consultancy

“Working with Self-Harm” Booking Form

I would like to book a place on the “Working with Self-Harm” Training Day to be held at _____ (please insert venue) on _____ (please insert date)

Name: _____

Address: _____

Post code: _____

Telephone number: _____ Mobile: _____

Email address: _____

Name of your organisation: _____

Job title: _____

Any specific issues you would particularly like to be discussed during the training: _____

Any special needs (inc diet) _____

I enclose a cheque payable to 'harm-ed' for £130 per individual participant (reduced to £110 per participant if 3 or more bookings are being made at the same time), or request that harm-ed invoice my organisation at:

Contact Name: _____

Accounts Office Address: _____

Signature _____

I agree that my signature and submission of this form is a commitment to payment of the course fee, and signifies my acceptance of the Terms and Conditions detailed overleaf.

training@harm-ed.co.uk

Tel: 01282 698530 Mobile: 07908 244035

www.harm-ed.co.uk

harm-ed is a not for profit company: harm-ed Ltd. registered in England and Wales 6319428



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Booking forms to be returned to:

harm-ed
PO BOX 1045,
Brierfield
NELSON
BB9 4BA

Terms and conditions

The trainers and harm-ed are not responsible for any actions taken as a result of information contained either in the training course or materials provided to participants.

- Places are allocated on a 'first come first served' basis and a provisional reservation may be made on receipt of a signed booking form.
- Places can only be secured upon receipt of payment. The fee must be paid 14 days before the course date. Late payment carries the risk of the course being fully subscribed and the provisional booking thereby being cancelled.
- If full payment has not been received by one month after the date of the training then an administrative charge of 10% of the total fee will be added.

Cancellation by clients

- harm-ed must receive notification of cancellation up to 14 days before the course date
- if cancellation is made later than 14 days before the course date, fees cannot be refunded
- refunds are subject to a £15 administrative charge
- substitution of the original course participant for another person may be made, provided that harm-ed is informed before the course date

Cancellation by harm-ed

- while every attempt is made to ensure that all courses run as advertised, in the event of a cancellation being unavoidable, harm-ed will notify the client of cancellation as soon as is practically possible.
- harm-ed will notify the client of cancellation no less than 10 days prior to a course date if numbers fail to reach a workable minimum.
- in the event of a cancellation, clients will be offered the option to attend another course on a different date or at a different venue; or full refund of the course fee.

The itinerary and directions will be sent to you on receipt of booking form and money paid.

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For office use only:

Booking form
Invoice
Paid
Itinerary + Directions