

INVOICE ADDRESS

Company/Organisation:	
Address:	
Postcode:	Email:
Telephone:	Fax:

BOOKING CONTACT

Title & First name:	Surname:	
Position held:	Telephone:	Ext:

VENUE/DELIVERY ADDRESS (if different from invoice address)

Contact:	Tel:
Address:	
Postcode:	

SERVICE/COURSE DETAILS – PLEASE STATE TYPE OF TRAINING VEHICLE e.g. Car, Van, Minibus, etc.

Service (course name or service plus proposal number if applicable)	Delivery Date(s):	Number of delegates & Names if possible:

<input type="checkbox"/> Payment by Invoice*	Total Remittance
Your Purchase Order number <i>(This MUST be quoted)</i>	£

Authorised Signature	Date
(X) Printed name:	

* Invoices MUST be paid within 14 days of invoice date unless otherwise agreed.

TERMS AND CONDITIONS

Confirmation of Service

Provisional bookings may be made by telephone or email, but must be confirmed within 10 working days by email or by post to: Driving Matters UK, 5 Garway Close, Redditch, Worcs. B98 0BY – Tel: 01527 460031.

Service Specifications

All in-company contracts will be subject to a detailed service specification. This will form the basis of the contract between the client and Driving Matters UK and will be enforceable by Law here in the UK.

Fees

All fees quoted are correct at the time of publication, booking or production of service proposals, Driving Matters UK reserve the right to alter fees without notice in writing. Service proposals will be valid for a period of 60 days from the date of production. Driving Matters UK is not currently VAT registered.

Travel and expenses

Unless otherwise stated in the service proposal, fees shown do not include travel costs and expenses, which will be recharged to the client on completion of the work if the training venue is more than 100 miles round trip from Redditch.

Delegates / Vehicle requirements

Please ensure that all delegates required to drive have a valid licence for the category of vehicle they will be driving, and that their eyesight meets the minimum legal requirement as stated in the current edition of the Highway Code. Vehicle(s) used for practical training sessions must also meet current legal requirements – please be aware that training may not go ahead should any delegate fail to meet the above, or if any defects are found on the vehicle which will render that vehicle illegal. Where training is conducted in commercial vehicles please note that the instructor / driver ratio is determined by the seating capacity of the vehicle used. Training vehicle(s) must be fitted with seatbelts. Delegates must attend for the whole duration of the course.

Cancellations

Driving Matters UK reserves the right to cancel or alter the dates or provision of service, the venue and the organisation providing the service. In the event of cancellation, bookings will normally be transferred to the next available date unless the client specifically requests otherwise. If a booking is cancelled or transferred to a different date by the client the following fees will be payable:

NOTICE GIVEN	CHARGES
More than 28 days	No charge
15 – 28 days	50% charge
0 – 14 days	100% charge

Where In-company contracts are cancelled or postponed then all costs associated with the contract and incurred by Driving Matters UK will be charged to the client. Telephone cancellations can be accepted but must be confirmed immediately in writing (by email or post). Notice of cancellation will be taken as the date of receipt of email or written confirmation.

By completing and signing this booking form you are agreeing to the terms and conditions stated above.

Please email completed form to: info@driving-matters.com or post to: Driving Matters UK, 5 Garway Close, Matchborough East, Redditch, Worcs. B98 0BY

OFFICE USE ONLY						
Date _____	Enquiry by: _____		Proposal by: _____			
CALENDER	JOB SHEET	CONFIRMATION	SKID	VENUE BOOKED	INVOICE	FILE