

Please complete the form below, save as a PDF and email as an attachment to training@bainessimmons.com
If completing by hand, please print this form, complete using block capitals and fax to us on +44 (0)1276 856 285

▶ Delegate Details

Title	Surname		
Forename(s)		Nationality	
Organisation Name			
Organisation Address			
Country		Postcode/Zip	
Tel No.	Fax No.	Mobile No.	
Email Address			

▶ Training Course Details - 1st Course

Course Title		
Course Reference	Course Dates	
Course Cost (£) inc VAT		

▶ Training Course Details - 2nd Course

Course Title		
Course Reference	Course Dates	
Course Cost (£) inc VAT		

▶ Marketing Information

Please tell us how you heard about Baines Simmons or this Training Course

Baines Simmons Email	Baines Simmons Website	Existing Baines Simmons Customer
Website/Search Engine	Please state which	
Brochure/Flyer	Please state which	
Magazine Advertisement	Please state which	
Other	Please specify	

▶ Payment Details

To guarantee a place on your preferred date all course fees must be paid in advance. Please ensure you enter the correct fee for each course. Course fees can be found on our website at www.bainessimmons.com. If payment details are missing or incorrect this will delay your booking and your preferred course date(s) cannot be guaranteed. Please refer to our Booking Terms and Conditions at the end of this form.

Payment Method	Total Amount (£) inc VAT
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Payment by Cheque: Please make payable to Baines Simmons Limited and post to us at:
Baines Simmons Limited, Aviation Safety Centre, Building A5, Fairoaks Airport, Chobham, Surrey, GU24 8HX, UK

Payment by BACS or CHAPS: A copy of the BACS/CHAPS payment must be attached to your completed booking form. Please make payment to: Baines Simmons Ltd Account Number: 31800302 Sort Code: 40-47-08

▶ Declaration

By submitting this application form you are confirming your availability to attend a Baines Simmons Limited Training Course(s) (subject to availability). On submission you are committed to our Booking Terms and Conditions.

Signature	Date
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Name (block capitals)	Position
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▶ Submission

We prefer you to email this form to us but you may submit this application by one of the following ways:

- Completed electronically and then emailed to us as an attachment at training@bainessimmons.com
- Completed electronically or by hand and faxed to us on **+44 (0)1276 856 285**
- Return your completed printed form by mail to:
Baines Simmons Limited, Aviation Safety Centre, Building A5, Fairoaks Airport, Chobham, Surrey, GU24 8HX, UK

Please do not send cash as payment for your training course.

You will receive a VAT receipt once your booking has been confirmed by Baines Simmons.

To print this form click here:

To submit by email click here:

▶ Booking Terms and Conditions

Booking a Course

Course bookings can be made by completing the online booking form. Your reservation will be confirmed by email and your course joining instructions will be sent to you nearer the course starting date.

Payment

Payment must be made immediately at time of booking. We reserve the right to re-allocate or cancel the place to another delegate if fees are not paid on time. Payment must be made on-line.

Cancellations

In the event of a delegate cancelling their registration for training and services the following charges will apply:

4 weeks prior to commencement of training: 20% of the course fee

2 – 4 weeks prior to commencement: 50% of the course fee

Less than 2 weeks prior to commencement: 100% of the course fee

In the event of a booking cancellation we reserve the right to reclaim any discounts previously awarded.

Cancellation instructions must be received in writing by Baines Simmons Limited.

Baines Simmons Limited reserves the right to cancel its courses at any time. Delegates will be notified and all monies will be refunded.

Delegate substitution

You can substitute a delegate on a programme at any time free of charge.

Simply call our learning advisors on +44(0)1276 859519

Transfers

In the event of a delegate transferring their registration for training to a later training date the following transfer charges will apply:

4 weeks prior to commencement of training: No charge

2 - 4 weeks prior to commencement: 30% of the course fee

Less than 2 weeks prior to commencement: 60% of the course fee

The transfer option only applies to delegates transferring to a different date within the same calendar year on the same course. Transfers can only be used once. If that transfer is then later cancelled and/or the delegate fails to attend, the full course fee remains payable.

The choice of revised date must be specified at the time of the transfer.

Fees

All fees on our website are current at the time of publishing. However, we reserve the right to change them. In any event, Baines Simmons reserve the right to refuse admission if payment has not been received prior to attending your course. All our fees are inclusive of course materials, refreshments and lunch and exclude all other meals, accommodation and transportation unless otherwise stated.

Programme Content, Dates & Venues

Baines Simmons reserves the right to change venues and trainers and alter or cancel published dates without liability. Due to the evolving nature of our training courses and our commitment to continuous improvement initiatives, Baines Simmons reserve the right to change the course content and / or trainer, at any time in line with market demands.

For further information email training@bainessimmons.com or call our learning advisors on +44 (0)1276 859519

Baines Simmons Limited, Building A5, Fair Oaks Airport, Chobham, Woking, Surrey GU24 8HX United Kingdom

Baines Simmons Ltd. is registered in England & Wales at Knoll House, Knoll Road, Camberley, Surrey, GU15 3SY
Registration No: 04295495 VAT Registration No: 785463978