



Please complete the details below and fax to JCS training on 01604 491799 or email [vouchers@jcstraining.com](mailto:vouchers@jcstraining.com)

Company	
Address	
Telephone No	
Email Address	
No. of Vouchers Requested	
Order No.	
Voucher Cost ex vat	
Invoice Address (if different from Above)	
Date	
Signed	
Name Please Print	





## Terms and Conditions

### **Payment Terms**

JCS will raise and issue an invoice upon confirmation. Customers who do not operate a purchase order system: –

We will accept a written instruction to invoice, which must be signed by an authorised representative of the Client. An invoice will be raised and sent prior to the date of the training Course. Payment is due within 30 days of order. Payment can also be made by card at time of order.

### **Availability and Usage**

The Training Voucher offered under this agreement is non-transferable and is valid for twelve months from placement of order. The voucher can be redeemed against scheduled training or closed course training. The difference may be paid to scheduled or other courses.

### **Cancellation/reschedule terms**

All Terms and conditions of training bookings are shown on the booking form given to the client at the time of booking and are as follow:

Terms and conditions as shown on the booking from:

The booking agreement constitutes a contract between JCS training and the person/company names on the booking from.

Under the booking form agreement JCS training contracts to provide training as detailed on the booking form.

**Full payment is required at the agreed rate if the contract is cancelled within 5 working days of the commencement of the training date.**

**½ payment at the agreed rate should he contract be cancelled with more than 5 days but less than 15 days before the training date.**

Where vouchers are not used and or a balance is payable this is payable on training booked. Balances are payable on or before the 1<sup>st</sup> date of commencement of the training.

All scheduled courses run subject to numbers and are confirmed 7 days prior to the training date.

### **Other**

No refunds are available for the Training Voucher.

Any unused courses remaining on the Training Voucher at the date of expiry cannot be refunded or transferred.

We reserve the right to modify schedules and discontinue courses from the Public training schedule during the validity of the Training Voucher. All public courses run subject to numbers

