

Course Fees and Reservation Form

Course Reservation Form

Please write clearly in **BLOCK CAPITALS**

Course Title/Date/Venue:

Reservation Made By/Position:

Delegate Name(s) M/F & Title:

Position/Department:

E-mail Address:

Company Name:

Company Address inc. Post Code:

Telephone:

Fax:

Special Requirements (Dietary etc):

How Did You Hear About The Course: Web Site/E-Mail/Brochure Mailing/HGL Staff/Your Training Dept/Other Colleague/Advert/Recommendation/Events Guide

Fees

Course fees are listed below, all of which exclude VAT at the standard rate. (NB: Courses held in the UK are subject to UK Standard Rate VAT irrespective of the country of origin of the delegate).

Sterilisation: Principles in Practice	£1,325/€1,990	September 2009
Advanced Sterilisation Validation & the Application of BI's	£1,145/€1,725	June & December 2009
Critical Factors for Sterile Product Manufacture	£1,950/€2,925	April & November 2009
Cleaning Validation & Disinfection Efficacy Testing	£1,025/€1,545	June & October 2009
Environmental Monitoring	£400/€595	June & October 2009
Comprehensive QP Update	£700/€1,050	September 2009
Pharmaceutical Water Systems: Principles in Practice	£1,325/€1,990	October 2009
Good Engineering Practice	£1,025/€1,545	May & November 2009
Annual Pharmaceutical Review	£400/€595	December 2009

The course fee includes tuition, comprehensive course notes, refreshments and lunch. We don't enforce a dress code on our courses, however we do recommend that delegates dress smart/casual and comfortable.

Booking Conditions

Book early and receive a **10% discount** if payment is received **6 weeks prior** to the course start date. Further discounts are also available for multiple bookings and for government and regulatory agency employees - please contact us for details. Written cancellations (received and confirmed by Honeyman Group Ltd) will be accepted up to 31 working days before the start date of the course, after which a cancellation fee will be payable. Unfortunately, no refund can be made for cancellations within 10 working days of the course start date and the full course fee will be due for delegates who fail to attend, (even if the course fee has yet to be received). Substitutions may be made at any time up to the start of the course, free of charge.

Reservations not **confirmed by payment** by the course start date will be allocated to any persons on a waiting list. Payment can be made by bank transfer or cheque (please see page 2). **Alternatively register via our website and pay by credit/debit card.**

We reserve the right to change the programme, speakers, date or venue without notice, or to cancel an event. In the unlikely event of cancellation occurring, delegates will be notified as soon as possible and will receive a full refund of fees paid. Honeyman Group Ltd will not be responsible for transportation, accommodation or other costs incurred due to cancellation. We reserve the right to charge an administration fee to those delegates who fail to attend a course through no fault of Honeyman Group Ltd, but wish to have their place transferred to the next available course.

To reserve your place, please complete the above Registration Section and a Payment Details Form (applicable if paying by cheque/bank transfer) and forward to Honeyman Group Ltd by either by post, fax or e-mail. Or register via our website at www.honeyman.co.uk Upon receipt of registration, Honeyman will forward written confirmation and VAT invoice.

Receipt of this form by Honeyman Group Ltd consists a binding registration.

Payment Details Form - 3 Ways to Pay

Please write clearly in BLOCK CAPITALS

I wish to provide payment details for:

Delegate Name:

Course:

Date:

Booking Form Attached/Previously Sent:

Purchase Order Reference:

Purchase Order Reference Copy Attached:

Invoice Address:
.....
.....

I require an invoice before payment can be made.

If this is the case please indicate below which method you will be using to pay upon receipt of the invoice.

Cheque

I will pay by cheque made payable to Honeyman Group Ltd.

Please remember to include your discount and VAT costs if applicable! Please feel free to contact us to confirm your fee.

Bank Transfer

I will pay by Bank Transfer (BACS) Payment.

Please remember to include your discount and VAT costs if applicable! Please feel free to contact us to confirm your fee.

GBP (£) Euros (€) Amount:

GBP £ = To HSBC Sort Code: 40-09-09 # Account Number: 31081403 # IBAN: GB16 MIDL40090931081403 # BIC/SWIFT Code: MIDLGB 2117L

Euros € = To HSBC Sort Code: 40-05-15 # Account Number: 57141916 # IBAN: GB21 MIDL 40051557 1419 16 # BIC/SWIFT Code: MIDLGB 22

Credit/Debit Card

If you wish to pay by Credit/Debit Card, please visit our website,

http://www.honeyman.co.uk/honeyman_training_introduction.html select the course you wish to attend, and

follow the links. **If you wish to pay by Credit/Debit card you are not required to complete the**

Payment Details Form or the Course Fees and Reservation Form as registration is taken on the website.

