



Specialist IT Training
Procurement Consulting
C o u n s e l l i n g

Superconsulting Limited

Training Courses Terms & Conditions

Reservations

Initial course bookings should be made in writing to:

admin@superconsulting.co.uk

or

Superconsulting Ltd, 27 Radcliffe Rd, Winsford, Cheshire CW7 1RE

Once agreed between us payment will become due.

Payment & Fees

Payment should be made by cheque payable to Superconsulting Ltd at the above address

Or

BACS/on-line transfer to
Superconsulting Ltd

Barclays Bank PLC Northwich Branch,
Sort Code 20-24-09, Account No. 43590305

You will receive a VAT invoice, confirming your delegate place, course description and date.

Payment for bespoke or on-site training should be made and funds cleared no later than 10 working days prior to the course commencement.

Payment for public courses should be made and funds cleared no later than 20 working days prior to the course commencement.

Every effort will be made to accommodate late bookings for public courses, however, a premium to the quoted rate will be applied and will vary according to the course and location.

Expenses to be charged by us will be confirmed prior to course booking and shall become due at the time course bookings are confirmed.

Cancellation

A full refund of the course fee, less a £30 plus VAT administration fee, will be given for cancellations received up to 10 working days before the event. Cancellations must be made in writing (letter or email) and reach this office before the 10 working days deadline.

No refunds will be given for cancellations received less than 10 working days before the event.

Course Details

Location

Courses will be provided at your premises or at the designated location for public courses. Alternative locations can be accommodated subject to prior agreement and a possible cost variation.

Course Times (public courses)

Unless otherwise agreed public courses commence at 09.30 and finish at 16:30. Late arrivals will be accommodated if possible but not to the detriment of other participants

Dress Code (public courses)

We ask that delegates attend in "business casual" attire.

Substitutions

Substitutions can be made at anytime subject to our being advised of the alternate delegate. In cases of substitution every attempt will be made to accommodate revised course needs but we will not be liable if the course is not totally suitable for the alternate.

Alterations

We reserve the right to alter our scheduled of public courses, including dates, and locations at anytime. Please note that this does not affect your statutory rights.

Acceptance

By making a booking you accept these terms and conditions.

Limitation of Liability

Except as otherwise required at law Superconsulting Ltd's liability for any loss or damage is limited to 125% of the fees paid (excluding expenses).

Law

These terms and conditions are governed by the laws of England and shall be subject to the jurisdiction of the English Courts.

Superconsulting Ltd

Reg. Office: 27 Radcliffe Road, Winsford, Cheshire, CW7 1RE.

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Email: admin@superconsulting.co.uk

Directors: Peter J Jones (Director) Susan Jones (Company Secretary)

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