



## Booking Form

Please complete, sign and return this form by email to [jilly.sitch@gff.co.uk](mailto:jilly.sitch@gff.co.uk) or by fax to 01747 824065, or by post to the address below.

**By signing this I agree to the terms and conditions overleaf.**

Are you a Guild member? Yes:      No:      Membership No.:

**Please enrol me on the:**

Retail Cheese       Academy of Cheese Level I       Retail Ready  
 Retail Deli       Other course

**I would like to attend the following training day(s):**

Date:       Venue:   
Date:       Venue:   
Delegate Name:   
Company Name:   
Company Address:   
      Post Code:   
Company Tel:   
Company Email Address:   
Delegate's Mobile Number:

**I confirm the booking details and accept the terms and conditions as stated overleaf.**

Signed:       Date:

### Payment Details

BACS payment: Guild of Fine Food, Lloyds, 30-93-45, Account No 00861236 IBAN No GB32LOYD30934500861236

Swift: LOYDGB21284

Please charge my credit/debit card (complete details below)

I enclose a cheque made payable to Guild of Fine Food

### Credit Card Details

Name on card:   
Card No:   
Exp Date:  /       Valid From:  /       Issue No.:   
3 Digit Security Code:

# Guild of Fine Food Retail Training

## Standard Terms & Conditions

### **Payment terms**

Strictly within 7 days of receipt of this form.

Should a pro forma invoice be required prior to payment being made please advise us when booking.

Payment in full must be made before attending the course.

### **Bookings**

This form must be signed in order to confirm the booking, alternatively a confirmation email from a company member is acceptable.

### **Cancellations**

Please note once booked the course is non-refundable.

The Guild of Fine Food reserves the right to cancel a course at short notice should events beyond our control make this unavoidable.

Should this occur, delegates will be offered a place on our next available scheduled course or a full refund.

### **Substitution**

Once booked delegates may substitute themselves on a course at no charge but must take full responsibility for ensuring that all course documentation is passed on to the new delegate, and that the new delegate meets the relevant pre-requisites for the course.

Due to the nature of the training substitution must be made one week prior to the course start date.

### **Intellectual Property**

During the course you will receive copies of material which is copyright to Guild of Fine Food Ltd. You agree not to share, copy, store or reproduce this material by any means without written authorisation from Guild of Fine Food Ltd.

### **Liability**

Guild of Fine Food Ltd cannot accept any liability whatsoever for any actions of course delegates.



Guild of Fine Food, Guild House, 23b Kingsmead Business Park, Shaftesbury Road, Gillingham, Dorset SP8 5FB

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