

BOOKING & INVOICE CONFIRMATION



Senior Management
Advisory



Compliance



Training



Sanctions & PEP
Screening



Due Diligence



Technology

Please return this form by email to training@comsuregroup.com or by post to the address below.

COURSE INFORMATION:

Course name:

Course date:

COMPANY INFORMATION:

Company name:

Person booking this course / key contact: (if not the delegate)

Key contacts telephone number:

Key contacts email address:

Key contact's email:

DELGATES INFORMATION:

Delegates name:

Delegates job title:

Delegates email address:

Delegates name:

Delegates job title:

Delegates email address:

Delegates name:

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Please return this form by email to training@comsuregroup.com or by post to the address below.

10% DISCOUNT OFFERED FOR 3 OR MORE PERSONS. PLEASE CONTACT COMSURE AT TRAINING@COMSURE-GROUP.COM. FOR MORE DETAILS PLEASE SEE WORKSHOP OUTLINE OR EMAIL: TRAINING@COMSUREGROUP.COM. ALL MULTIPLE-BOOKINGS (3 OR MORE) ARE CALCULATED AT THE NON-DISCOUNTED PUBLISHED BOOKING RATE*.

BOOKING DETAILS (AND TERMS AND CONDITIONS)

Booking form and payment instruction - Please ensure the details provided in the booking form are clear and concise and ensure you reference your payment with your **name & course/test title**.

Confirmation: You will receive confirmation from Comsure within 4 working days of registering.

Payment with discounts - Payment associated to a discount offer (e.g. early bird) is due within 4 business days of the booking being received (whether electronically or by any other means) by Comsure. **LATE PAYMENTS & DISCOUNTS** - Where payment is not paid within 4 business days all discounts will be void and full payment will be applicable and must be paid in accordance to the usual payment terms below.

Payment - Outside of above discount terms payment is due within 10 business days OR before the day of the event whichever is the soonest of the booking being received (whether electronically or by any other means) by Comsure.

LATE PAYMENTS - for all late payments Comsure retains the right to charge a minimum administration fee of £40. This minimum is dependent on the size of the delayed payment (debt) and the time to recover it. In addition interest will be charged on the unpaid amount at 8% plus the Bank of England base rate.

Cancellation: A full refund, less 20% per person administrative charge, will be made for cancellations made by letter and received 10 business days before the event. Thereafter, we regret that no refunds can be made. This also applies to delegates who are unable to attend on the day. However, complete substitutions for any of the workshops are welcome.

Other Information: The organisers reserve the right to change the venue, speakers or programme. We also reserve the right to cancel the programme, in which case all fees will be refunded.

COURSE INFORMATION:

Course name:	Company name:
Course date:	

This Form Represents an **Invoice** and **Confirmation** of Payment Method

Invoice Reference:

Payment: (All payments must be made in accordance with the above terms and conditions)

PLEASE NOTE: CREDIT CARD bookings can be made on-line

PLEASE TICK IF PAYING BY CHEQUE.
Please make cheques payable to **COMSURE**
and send to:
Accounts Manager
Comsure
1 Bond Street,
St Helier, JE2 3NP

PLEASE TICK IF YOU ARE MAKING ELECTRONIC PAYMENT.
Electronic payment can be made directly to Comsure by transferring the full amount (include any charges) to:
Comsure Compliance Ltd
NATWEST, Jersey Branch
Sort: 60-12-03 A/C: 26400669
Please quote reference **'YOUR CO NAME + DATE OF COURSE'**

DATA PROTECTION

For details on Comsure's data protection policies please refer to www.comsuregroup.com. If in the meantime you do not wish to receive any further communications from Comsure, please tick here