

KELVIN TOP-SET® COURSE BOOKING FORM

Open courses (Brazil)



Please complete and return this form
to courses@kelvintopset.com

Course bookings will not be confirmed without a valid purchase order or authorised signature as an equivalent confirmation of agreement from your company to the terms and conditions contained within this document.

Incomplete forms will not be accepted

COURSE DETAILS

Course Date	19/03/2019 – 21/03/2019
Type of Course	3-Day Senior Investigator course
Rate per Delegate	BRL8277.50 (All Brazilian Taxes to be added)
Venue Details	Arena Copacabana Hotel Avenida Atlantica 2064, Copacabana, Rio de Janeiro, 22.040-010 Brazil
Venue Telephone Number	Tel: 0055 21 3472 0819
Venue Email Address	reservas@arenahotel.com.br
Please note that you should contact the hotel directly to arrange accommodation for your delegate	

DELEGATE DETAILS

Delegate Name	
Delegate Job Title	
Delegate Telephone Number	
Delegate Mobile Phone Number	
Delegate Email	

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COMPANY DETAILS

Registered Company Name	
Company Registration Number/ CNPJ	
Trading Name	

COMPANY ADDRESS

Company Address 1	
Company Address 2	
Company Address 3	
Company Address City	
Company Address County	
Company Address Post/Zip code	
Company Address Country	
Company Telephone Number	
Company Email	
Main Contact Name	
Administrator Contact Name	
Administrator Contact Telephone	
Administrator Contact Email	

PURCHASE ORDER NUMBER/AUTHORISED APPROVAL

Course Price	
Purchase Order Number (P.O.)	
Is P.O or equivalent paperwork enclosed/attached?	
Authorised Signatory Name	
Job Title	
Email address	
Telephone Number	
Signature By signing you confirm that you have read and agree to Kelvin TOP-SET's Terms and Conditions.	Date:
Contact Name for Invoicing	
Company Name for Invoicing	
Invoicing Address 1	
Invoicing Address 2	
Invoicing Address 3	
Invoicing Address City	
Invoicing Address County	
Invoicing Address Post/Zip code	
Invoicing Address Country	
Telephone Number for Invoicing	
Email Address for Invoicing	
EC VAT Number (if applicable)	
Course Code ID	2439

TERMS AND CONDITIONS OF COURSE REGISTRATION/BOOKING

FEE	The course fee includes the cost of all course documentation.
BRAZILIAN TAXES	The price quoted excludes all Brazilian taxes.
PURCHASE ORDERS	To confirm your course booking, a Purchase Order and signed course booking form are required.
PAYMENT	<p>An invoice for the fee will be raised immediately following receipt of the purchase order/the completion of the course booking form. Please quote the invoice number when making payment. Payment terms are 30 days; late payment may incur a penalty.</p> <p>*Please note that for any persons who wish to attend a Tutor Development Day directly after a 3-Day Senior Investigator course, payment for the 3-Day Senior Investigator course, Tutor Development Day and Tutor Licence fee must be made at least 15 days prior to the start date of the first course. Failure to make payment of these fees in advance of the course will result in the bookings being rejected.</p>
COURSE POSTPONEMENTS AND CANCELLATIONS	<ul style="list-style-type: none"> • For cancellations made more than 4 calendar weeks before the starting date of the course, an administration charge of 25% will be made. • For cancellations made less than one calendar month before the starting date of the course, the full course fee and any irrecoverable expenses already incurred by Kelvin TOP-SET are payable. • For the cancellation of an open course place the above two paragraphs apply. • As detailed above Kelvin TOP-SET will invoice for the original course date. • The date of the course may be postponed, if agreed with Kelvin TOP-SET, in which case the scale of fees given in the two paragraphs above will apply. If another course date is not suitable, the equivalent number of course places may be made available on comparable open courses for up to one year following the cancellation (at the discretion of Kelvin TOP-SET). • All course postponements and cancellations must be confirmed by letter, fax or email in advance of the start of the course otherwise the total invoice amount will be payable.