

ADI Workshop Booking Form - Practical Coaching Skills for Driving Instructors

Please print this form and complete it in block capitals. Remember to sign and date it, then send the completed form (and your cheque payment, if applicable) to the following address:

Active Driving Solutions Ltd.
14 Greenbank Avenue
Uppermill
Saddleworth
OL3 6EB

IMPORTANT

Your place will be confirmed by email or post, **ONLY** once your completed form and payment have been received. If we receive your form and/or payment once all places have been taken on your preferred workshop, you will be offered either a full refund or a place on an alternative date.

Chosen Workshop Date & Venue

For an up-to-date list of available dates and venues, please visit our website: www.adicoaching.co.uk.

Please indicate your preferred workshop date and venue:

Workshop Date: _____

Workshop Venue: _____

Personal Details

Full name: <i>(For your certificate)</i>	
Preferred first name: <i>(For your name badge)</i>	
Address:	
Post Code:	
Home Telephone:	
Mobile Telephone:	
Email Address:	
ADI No.:	

Dietary Requirements

Do you have any specific dietary requirements? <i>e.g. vegetarian/vegan/gluten-free</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, please give details:		

Payment Details

I would like to pay by (please tick):	Cheque <input type="checkbox"/>	Bank Transfer <input type="checkbox"/>
Cheque Payment: Please make cheque payable for £119.00 to 'Active Driving Solutions Ltd' and enclose it with this form.		
Bank Transfer: Please send the workshop fee of £119.00 direct to our bank account: Account Name: Active Driving Solutions Ltd. Account No: 41835257 Sort Code: 09-06-66 IMPORTANT: Use your ADI No. as the reference so that we can track your payment. Please ensure that full payment is made within 7 days of sending this form, otherwise your place may be offered to another delegate.		

Booking Terms & Conditions

Payment & Receipt

The workshop fee (currently £119), must be paid either by cheque at the time of booking, or in the case of bank transfer, within 7 days of completion of this form. A receipt will be sent out to you by post within 14 days of cleared payment.

Workshop Confirmation

Workshop places are limited and are offered on a strict 'first come first served' basis. Your place will be confirmed by post within 14 days of receipt of both payment and this booking form. If you have not received postal confirmation within 7 days of the workshop date, please contact Claire Wilmot on 07956 104160.

Refunds

If you cancel more than 4 weeks before the workshop date, the fee will be refunded in full. If you cancel within 2 to 4 weeks of the workshop date, a 50% refund will be given. Cancellations made within 2 weeks of the workshop date are non-refundable.

Waiting list

If you request a booking when the workshop is already full, you will be contacted and asked whether you wish to be placed on the waiting list or receive a full refund.

Liability

In the unlikely event that the workshop is cancelled or rescheduled, or your booking is refused, our liability will be limited to a full refund of the workshop fee.

I agree to the above terms and would like to book my place on the 'Practical Coaching Skills for Driving Instructors' workshop.

Signed: _____

Date: _____