

# Lancashire Business Training Booking Terms

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1. Delegates should check the course content and experience needed to ensure they are booking on the correct course for their ability level. If there is any doubt please contact us to discuss this.
2. Payment for the course is due 14 days from receipt of the invoice for late bookings payment is due upon receipt of the invoice and must be received prior to the course.
3. If payment is not received prior to the course delegates will not be admitted on the day.
4. Lancashire Business Training reserves the right to cancel a course if minimum numbers are not met. A voucher will be issued for the next course date.
5. A full refund (less 20% administration charge) will be made for cancellations received in writing or by email not less than 15 days prior to the course.
6. Cancellations after this time are charged at the full fee.
7. Delegates can substitute another person to their place at anytime, however please advise us prior to the event if this has taken place.