



LEGAL FINANCE
PROFESSIONALS

Training Course Booking Form

COURSE NAME:	COURSE CODE	CPD Hours	*Cost (excl VAT) per Delegate
SRA Accounts Rules for Solicitors - A Practical Guide to Compliance	SARPG	3	£175.00
Money Laundering Regulations 2007	MLR	3	£175.00
VAT for Solicitors	VAT	3	£175.00
Acting for Solicitors – A Guide for Reporting Accountants	AFS	6	£275.00
SRA Handbook: What You Need to Know	CC	3	£175.00
Conveyancing: Regulatory & Compliance Issues	CRC	3	£175.00
Practical Client Care for Solicitors	PCCS	3	£175.00
COFA – The Roles & Responsibilities Explained	COFA	3	£100.00

***15% Discount for more than 1 delegate attending the same course**

The course fee includes all tuition, course materials and refreshments. Lunch is also included in the cost of the 6 CPD hour courses.

OFFER CODE

PLEASE COMPLETE IN BLOCK CAPITALS

COURSE CODE	DATE	DELEGATE NAMES	DELEGATE EMAIL	*COST (excl VAT Per Delegate)

- Early booking is advisable as numbers are strictly limited.
- Please make cheques payable to 'Legal Finance Professionals Ltd'
- **Return completed booking form and payment to :
LFP, PO Box 5296, Kenilworth, CV8 9DP**
- To limit our environmental impact if possible all VAT invoices and booking confirmations will be sent by email to the Booking Contact on receipt of this booking form and payment.
- Details of venues will be emailed to delegates 14 days before the course date.

Discount (if applicable)	£()
Total excl. VAT	£
VAT @ 20%	£
Total incl. VAT	£

FIRM DETAILS:

Name of Firm: _____

Address: _____

County: _____

Postcode: _____ Telephone: _____

Training Contact: Name: _____

Email: _____

Booking Contact: Name: _____

Email: _____

By signing you are accepting the Terms & Conditions shown overleaf.

Signed _____

Date _____

Print Name _____

Position in Firm _____

Terms and Conditions

In these Terms and Conditions 'we' means Legal Finance Professionals Ltd and 'you' means the person or business that books the place or places on the training course as set out in the invoice.

1. We reserve the right to vary or cancel any course date and will accept no liability if this happens.
2. In the unlikely event of Legal Finance Professionals Limited having to cancel a course as a result of an act of God or through the illness of the trainer, we will offer an alternative date within the same locale within 8 weeks of the date of the original course or allow the delegate(s) to transfer to any other date and/or venue for the same course. In the event that the delegate(s) are unable to attend the alternative that is offered, any refund will be entirely at our discretion.
3. A booking is deemed to have been made when a completed booking form has been received by fax, post or email.
4. Course fees (including VAT) are payable on booking. We reserve the right to cancel any booking if payment has not been received in full and will accept no liability for doing so.
5. If you need to cancel your booking please do so as soon as possible. The following refunds will be repaid in the event of a cancellation.

More than 10 weeks prior to course date	Full refund
Between 6 and 10 weeks	75% of course fee refunded
Between 4 and 6 weeks	50% of course fee refunded
Less than 4 weeks	No refund

6. Transfer of delegates to an alternative course is at our discretion and always subject to availability and the proper course fees having been paid. We reserve the right to recover from you any costs incurred as a result of your non-attendance. In addition, where you have not informed us in writing at least 28 days before the course date of the fact that the delegate(s) will not be able to attend, an administration fee of £25 + VAT will be charged if the delegate(s) wish to transfer to an alternative date.
7. Delegates may be substituted, free of charge, provided you notify us at least 24 hours prior to the start of the course.
8. The delegate and firm are jointly and severally liable for the payment of course fees.

Privacy Policy

We will **not** pass your details to any third parties but we may use the information you have provided on this booking form to contact you about future courses or other services provided by Legal Finance Professionals Limited. Please put a cross in the box if you do **not** wish to be contacted.