

Booking a course with Primary Care CPD

Booking a place

You can book a course with Primary Care CPD:

- **By post:**
Please complete the course booking form after reading our Terms and Conditions below.
The completed form and payment (if paying by cheque) should be sent to our registered offices at Primary Care CPD Ltd, 94 Highstock Lane, Gedney Hill, Spalding, Lincs, PE12 0QQ.
- **By email:**
Please contact us at admin@primarycarecpdtraining.co.uk to make a booking by email giving details of the course, venue and date you wish to attend.
- **By phone:**
Please contact us on 07961 908450 to make a phone booking or enquiry.

Terms and Conditions

Bookings

All bookings shall be confirmed by email within 3 working days.

Confirmation of place will not be made until we have received the appropriate course fees.

On receipt of the appropriate fee the applicant will be sent a receipt or an invoice as confirmation of a place on the course.

Our payment terms are 15 working days of the invoice date.

Primary Care CPD Ltd. will charge a late payment fee of 8% of the total for late payments.

Cancellation Fees

There will be no refund of fees if a cancellation is made less than 15 working days prior to the commencement of a course, or for non-attendance of the participant.

An administration fee of £30.00 will be charged should a delegate require transfer to another course.

In the event of Primary Care CPD Ltd. having to cancel the course for any reason, a full refund will be made, and priority given on the next available course.

Payment

Please make cheques payable to "Primary Care CPD Ltd".

If you wish to pay by BACS please contact us for details.