



CSM | SERVICES

Booking Form for CITB Grant Approved Training

Company Name or person paying for courses:	
Named contact	
Address	
Contact telephone	
email	
Cheque enclosed for the value of all courses booked	Yes <input type="checkbox"/> no <input type="checkbox"/>

CITB Training course	Date of course	Name or number of trainee	Cost per trainee
1 day Site Workers' Safety Awareness			£150 plus VAT £26.25
1 day Scaffold inspection			£150 + £26.25 VAT
2 Day Site Supervisors' Course (SSSTS)	Date of course	Name or number of trainee	£270 plus £47.25 VAT
2 Day refresher: Site Managers' Safety Training Scheme (SMSTS)	Date of course	Name or number of trainee	£340 plus £59.50 VAT
		In house	£275 pp (min 5)
5 Day Site managers' Safety Training Scheme (SMSTS)	Date of course	Name or number of trainee	£550 plus £96.25 VAT £500 when 4 or more attend, £430 when the course is run at Client's premise
Total for all courses & trainees			

Booking terms: a written acknowledgement of the booking and payment will be issued following receipt of the booking form. Full payment must be made with the booking in order to secure a place on the chosen course.

If payment is not received with the booking it can not be guaranteed that a place on the course will be reserved.

The joining instructions will be provided with the confirmation of the booking notice

Cancellations: if a notification of a cancelled booking is received 21 or more days before the commencement of the course a full refund can be made. If notification is received between 21 and 7 days before the course commencement, 50% of the fees will be reimbursed or another course date is organised. However if a cancellation is received less than 7 days before the commencement of the course there will be no refund.

CITB grant: All attendees must bring their national insurance number Company CITB levy number, once completing the course (2 day and 5 day) CSM Ltd will complete the necessary CITB administration in order to secure the grants available of the two courses.

Payment: payment should be by cheque and made payable to: Construction Safety Management Ltd.

This completed booking form and cheques should be sent to:



CSM | SERVICES

Construction Safety Management Ltd.

Suite 105, Astra House

23-25 Arklow Road

London

SE14 6EB

Tel: 020 8692 1825

Fax: 0560 150 2183

csmltd.farrell@btconnect.com

www.csmervices.co.uk