



# ORDER FORM

Please complete this form to order the Care Certificate e-learning course. If you have any questions, please contact Claire Eley on 0114 281 5761.

Business name	<input type="text"/>	Contact name	<input type="text"/>
Invoice address inc. postcode	<input type="text"/>	Date of order	<input type="text"/>
Phone	<input type="text"/>	Purchase order ref.	<input type="text"/>

Email (for license details to be sent to)

Manager/Payment Authorisation Signature

Date

No of licenses	Cost per learner	Number required
1 - 9	£35 +VAT	
10 - 99	£30 +VAT	
100+	£25 +VAT	

Please enter learner names below (if known)



**Order now! Call Claire Eley on 0114 281 5761**

**Return form to: [claire.eley@cqmlearning.co.uk](mailto:claire.eley@cqmlearning.co.uk) fax: 0114 281 5785**

**or post: CQM Learning, 3 Westbrook Court, Sharrow Vale Road, Sheffield S11 8YZ**

## 1. Terms

1.1 Subject to any variation under condition 1.3 the Contract (as defined below) shall be on these Terms to the exclusion of all other terms and conditions (including any terms or conditions which you purport to apply under any purchase order, confirmation of order, specification or other document).

1.2 No terms or conditions endorsed on, delivered with or contained in your purchase order, confirmation of order, specification or other document shall form part of the Contract simply as a result of such document being referred to in the Contract.

1.3 These Terms apply to all CQM's sales of Goods to you and any variation to these Terms and any representations about the Goods shall have no effect unless expressly agreed in writing and signed by a director of CQM. You acknowledge that you have not relied on any statement, promise or representation made or given by or on behalf of CQM which is not set out in the Contract.

## 2. Who we are

CQM Learning Ltd can be contacted directly by any of the means below:

2.1 Mail

CQM Learning Ltd

3 Westbrook Court, Sharrow Vale Road, Sheffield, S11 8YZ

2.2 Telephone

0114 2815761

2.3 E-mail

[info@cqmlearning.co.uk](mailto:info@cqmlearning.co.uk)

2.4 Contacts

Specialist Training Manager – Claire Eley

Managing Director – Deborah Walker

## 3. Order Process

3.1 Our preferred partners privacy and cookies policy (the "**Privacy Policy**") sets out the terms on which they process any personal data they collect from you or that you provide to us or them. By using their site you consent to such processing and you warrant that all data provided by you is accurate. It also sets out information about the cookies they use on their site.

3.2 Each order or acceptance of a quotation for Goods by you from CQM shall be deemed to be an offer by you to buy Goods subject to these conditions.

3.3 No order placed by You shall be deemed to be accepted by CQM until a written acknowledgement of the order is issued by CQM through the raising of an invoice, or (if earlier) CQM delivers the Goods to You.

3.4 You shall ensure that the terms of your order and any applicable specification are complete and accurate.

3.5 Any quotation is given on the basis that the Contract shall come into existence upon dispatch by CQM of the acknowledgement of order or, if earlier, dispatch of the Goods to you (the "Contract"). Any quotation is valid for a period of 30 days only from its date, provided that CQM has not previously withdrawn it.

## 4. Invoice, Payment and Delivery

Unless a specific agreement has been made, the following will apply:

4.1 For orders within mainland UK received before 17:00, the Goods will normally be invoiced for the following Working Day.

4.2 All prices quoted are subject to VAT at the prevailing rate.

4.3 You shall pay for the goods within the 30 day timescale as indicated on your invoice. If you fail to make any payment due to CQM under the Contract by the due date for payment, CQM may charge interest at the higher of either 3% above base rate or the rate as set out in the Late Payments of Commercial Debts Regulations. Such interest shall accrue on a daily basis from the due date until actual payment of the overdue amounts, whether before or after judgment. You will pay the interest together with the overdue amount

4.4 Within 7 days of CQM confirming your order and raising an invoice, you have the right to cancel your order without payment or prejudice. All cancellations of orders must be made in writing to the address(es) given in Section 2.

4.5 Accepted payment methods are bank transfer or cheque.

4.6 Orders will normally be dispatched within two Working Days of payment being received. It should normally take no longer than 4 Working Days to receive the Goods. If you have not received the Goods within 4 Working Days please contact us;

4.7 If the delivery arrangements differ from above, you will be informed at the point of ordering, or by e-mail as close as possible to the time of ordering.

## 5. The Goods

5.1 All Goods are subject to availability. As a result of continuous product improvement the specification or design of Goods may vary from that shown.

5.2 It is your responsibility to ensure the suitability of the Goods offered for any particular purpose prior to purchasing the Goods.

5.3 Goods (individual licences) once assigned to an individual can not be assigned to another, irrespective of whether the course has been started.