



# MOT Quality Control Booking form

## Organisation details

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Course details

MOT QC

Course title \_\_\_\_\_  
\_\_\_\_\_

Venue \_\_\_\_\_

Date of the course \_\_\_\_\_

## For official use only

Invoice number \_\_\_\_\_

Enrolment number \_\_\_\_\_

## Applicant details

Delegate (Mr, Miss, Mrs, Ms)

Surname \_\_\_\_\_

First name \_\_\_\_\_

Date of birth \_\_\_\_\_

Driving Licence No. \_\_\_\_\_

## Method of payment (£110 + VAT at prevailing rate per delegate)

If you wish to pay by debit/credit card please leave a contact name and number for MOT booking to call.

Name \_\_\_\_\_ Tel \_\_\_\_\_

Cheques to be made payable to **VOSA** - Send to:  
MOT Booking Section, Ground Floor, Berkeley House, Croydon Street, Bristol BS5 0DA.

## Authorisation

I have read and agree to the terms and conditions on the next page

Name \_\_\_\_\_ Signature \_\_\_\_\_  
(must be a manager with financial authority)

Company position \_\_\_\_\_ Tel \_\_\_\_\_

## Data Protection

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from the VOSA website: [www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa)



# Terms and conditions

## Registration

For your convenience a booking form is included in this training directory.

Bookings should be sent to:

Vehicle and Operator Services Agency  
MOT Booking Section  
Ground Floor  
Berkeley House  
Croydon Street  
Bristol BS5 0DA

Faxed to: 0117 954 3217

or emailed to [mot.coursebooking@vosa.gov.uk](mailto:mot.coursebooking@vosa.gov.uk)

## Fees

The fees for scheduled courses include:

- ▶ Tuition
- ▶ Paperwork
- ▶ Full documentation
- ▶ Morning and afternoon refreshments and lunch (where applicable).

Prices are exclusive of VAT and do not include any accommodation. Full joining instructions will be provided with the confirmation letter.

## Payment terms

**Payment must be received 28 days before the start date of the course or at the time of booking.**

Invoices will be sent upon receipt of the booking.

All bookings received within 28 days of the course start date, will require payment with the application and are non refundable.

We accept payment by cheque made payable to VOSA, and selected credit/debit cards. Your co-operation in paying promptly is requested.

Please send cheques to:

Vehicle and Operator Services Agency  
MOT Booking Section  
Ground Floor  
Berkeley House  
Croydon Street  
Bristol BS5 0DA

## Cancellation

Cancellation or postponement of a course may be made in writing at any time. **However, if the cancellation is within 28 days of the start date of the course, the fee will remain payable in full, no refunds or transfer to other course will be given.**

The Vehicle & Operator Services Agency reserves the right to cancel or amend a course up to 7 days prior to the start date where absolutely necessary, however we will do our utmost to honour our commitments to you. In the event that we have to postpone a training event we will offer you another mutually convenient date or a refund of the course fee in full, however we will not be liable for any losses experienced by the customer arising from such cancellation.

*An executive agency of the  
Department for  
**Transport***