



COURSE BOOKING FORM

Section 1 - Course Booking Information

Please reserve	<input type="text"/>	Places on the following course at	£ <input type="text"/>	Per delegate/course
Course Title	<input type="text"/>			
Course Date	<input type="text"/>			
Delegate 1	<input type="text"/>	Delegate 2	<input type="text"/>	
Delegate 3	<input type="text"/>	Delegate 4	<input type="text"/>	
Delegate 5	<input type="text"/>	Delegate 6	<input type="text"/>	
Delegate 7	<input type="text"/>	Delegate 8	<input type="text"/>	
Delegate 9	<input type="text"/>	Delegate 10	<input type="text"/>	
Delegate 11	<input type="text"/>	Delegate 12	<input type="text"/>	

Section 2 – Course Payment

Payment of Course (please tick relevant box)	Order Number	<input type="text"/>
	Account Number	<input type="text"/>
<input type="checkbox"/>	Cheque (please make cheques payable to TAC Ltd)	
<input type="checkbox"/>	Cash	
<input type="checkbox"/>	BACS	

Invoice Details / Company Details (if invoice address different please contact TAC)

Company / Name	<input type="text"/>		
1 st Line Address	<input type="text"/>		
2 nd Line Address	<input type="text"/>		
City	<input type="text"/>	County	<input type="text"/>
Postcode	<input type="text"/>	Email	<input type="text"/>
Tel	<input type="text"/>	Fax	<input type="text"/>

Section 3 – Declaration

I agree to the terms and conditions overleaf and accept the following:

Please complete:

for	<input type="text"/>	delegates to attend the above course at the following price	
£ <input type="text"/>	Per delegate / course =	Total Payment (ex VAT) £ <input type="text"/>	
Name	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>		
Position Held	<input type="text"/>		

TRAINING AND ASSESSMENT CONSULTANTS TERMS AND CONDITIONS

CANCELLATION & POSTPONEMENT

The company reserves the right to charge a cancellation fee in respect of courses already confirmed. If the cancellation is received in writing less than 2 weeks from commencement date a fee of 50% of the total course fee will be charged. If cancellation is received less than 1 week from commencement date the whole fee will be charged.

If for any reason beyond their control, Training & Assessment Consultants Ltd cancels a course without notice, Training & Assessment Consultants Ltd will not be held liable for any costs incurred by the clients as result of such cancellation.

INVOICES

Payment is required no later than 7 days before the commencement of the course.

Please confirm by fax that these terms are acceptable. Should you require any further information please do not hesitate to phone.

PLEASE RETURN THIS BOOKING BY FAX / EMAIL / POST

(see details below)

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