



## Course Booking Form

Please complete this form and either:

- Fax it to us on 01256 886541 or
- Post it to us at Training Expertise, Expertise House, 9 Cufaude Business Park, Cufaude Lane, BRAMLEY, Hampshire RG26 5DL or
- Scan a copy and email to [info@training-expertise.co.uk](mailto:info@training-expertise.co.uk).

### Your contact details:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

I would prefer to be contacted by  Daytime phone  Fax  
 Evening phone  Email

### The course you're booking:

Course Level \_\_\_\_\_  
Location \_\_\_\_\_  
Preferred dates \_\_\_\_\_  
Number of places you require \_\_\_\_\_  
Participants name(s) \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_  
What is your reason for booking? \_\_\_\_\_

### In order to reserve your place(s), please pay the full course fee:

#### Credit or Debit card:



Course Fee £ \_\_\_\_\_ (plus VAT of £ \_\_\_\_\_)  
Card Number \_\_\_\_\_  
Name on card \_\_\_\_\_  
Expiry Date \_\_\_\_\_ Start Date \_\_\_\_\_  
Security code (3 digits on reverse) \_\_\_\_\_ Issue No. (SOLO) \_\_\_\_\_  
Billing Address (if different to above) \_\_\_\_\_

*We take protection of your data very seriously. Your card details will be destroyed as soon as your payment has been processed. If you would prefer to pay online, please visit [www.training-expertise.co.uk](http://www.training-expertise.co.uk).*

#### Cheque:

I enclose a cheque for £ \_\_\_\_\_ (plus VAT) made payable to **"Training Expertise Ltd"**.

#### Terms and Conditions of Booking

If you cancel your place(s), you will be liable to pay:

- 25% of the total course fee where cancellation takes place up to 4 weeks prior to the commencement of the course.
- 100% of the total course fee where cancellation takes place within 4 weeks of the commencement of the course.
- For full terms and conditions please refer to [www.training-expertise.co.uk/download/booking\\_terms.pdf](http://www.training-expertise.co.uk/download/booking_terms.pdf)

I confirm that I have read and understood the terms and conditions of booking  (please tick)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Training Expertise Ltd**, Expertise House, 9 Cufaude Business Park, Cufaude Lane, BRAMLEY, Hampshire RG26 5DL

Tel: 01256 886543 Fax: 01256 886541 [info@training-expertise.co.uk](mailto:info@training-expertise.co.uk) [www.training-expertise.co.uk](http://www.training-expertise.co.uk)

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