

ACCESS SAVE IT – COURSE BOOKING FORM

Now you have a SAVE IT Scheme, you will now need to tell us exactly which courses you require. To register places on those courses, please complete this form and fax it back to PTR on **01189 794035**

Course Title	Course Dates	Days	Delegate Name

PTR Order Ref No: _____

Company Name: _____ **Contact Name:** _____

Address: _____

_____ **Postcode:** _____

Telephone No: _____ **Fax No:** _____

**** Please supply us your email address, so PTR can confirm receipt of your booking ****

Email: _____

All delegates are responsible for reviewing the course contents to ensure that the course selected will satisfy their learning objectives and that they meet the course pre- requisites. (Please tick box to confirm).

PTR Associates Ltd - TERMS & CONDITIONS

PTR Associates Limited reserves the right to improve or modify the content and format of courses without giving prior notice. Course contents are available from PTR upon request or viewable at PTR's Web site on www.ptr.co.uk. Provisional reservations may be made either by email or telephone. Written confirmation is required either by Fax or letter, using PTR's Training Booking Form. The full fee including VAT is payable prior to the start of the course. Payment can be made by credit/debit card, cheque or invoice with a Company Purchase Order Number. A confirmation letter and an invoice will be sent on receipt of a booking. Notice of cancellation should be received in writing at least 10 working days before course commencement date in which case a full credit or refund will be issued. If notification is received within 5 to 10 working days of course commencement date, a credit/refund of 50% of the course fee will be issued. No credit/refund will be issued if notification of cancellation is received within 5 working days of course commencement. A delegate may transfer from one course to the next scheduled run of the same course, up to 10 days prior to the start date without incurring cancellation charges. A delegate due to attend a course, may be substituted in person by another, up to 2 days prior to the course commencing without incurring cancellation charges. PTR may reschedule courses to suit demand. Clients will be notified by fax or telephone.

I agree to the above Terms and Conditions

Signed: _____ **Date:** _____ **Name:** _____