

TRAINING BOOKING FORM

To register a place or places on a PTR training course, simply complete this booking form and fax it back to us on **01189 794035** or you can post it to PTR at 21a Peach Street, Wokingham, Berks, RG40 1XJ

Course Title	Course Dates	Cost (£'s)	Delegates Name

Company Name: _____ Contact Name: _____

Invoice Address: _____

Postcode: _____ Telephone No: _____

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

Email: _____

PAYMENT METHOD - (please tick appropriate box)

- Passport Scheme
 Please invoice my company
 Purchase Order No. _____
 Cheque enclosed made payable to PTR Associates Ltd (Please remember to add on V.A.T.)
 Credit / Debit Card - (we accept MasterCard, Visa, EuroCard, Maestro and Visa Delta)

For payment by credit/debit card, please complete the following:

Card type (e.g. VISA) _____ Card Holders Name _____

Card Number _____ Start Date _____ Expiry Date _____

Security Number _____ Card Holders Signature _____

Card Holder Address (if different) _____

Postcode: _____

Delegates are responsible for reviewing the course outlines to ensure that the course selected will satisfy their learning objectives and that they meet the pre-requisites.

(Please tick box to confirm)

Please would you indicate if you or your delegates require any specific requirements?

Wheelchair Access
 Specialist Diet
 Other _____

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: _____ Print Name: _____