

# PTR ASSOCIATES LIMITED

21a Peach Street, Wokingham, Berkshire, RG40 1XJ

Tel: 0118 979 4000 Fax: 0118 979 4035 Web: www.ptr.co.uk

Email: training@ptr.co.uk



## SAVE IT ORDER FORM

<b>Number of days required</b>	<b>Cost</b>

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

### PAYMENT

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, Switch and 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 \_\_\_\_\_

Issue Number (Switch only) \_\_\_\_\_ Card Holders Signature \_\_\_\_\_

Invoice Address (if different): \_\_\_\_\_

Postcode: \_\_\_\_\_

### TERMS & CONDITIONS

**Passports** may not be used in conjunction with any other discount agreements.

All bookings are subject to PTR's normal terms & conditions and all courses must be booked and taken within one calendar year of the passport purchase.

The passport fee must be paid in full before the first course commences. Payment can be made by credit/debit card, cheque or invoice with a Company Purchase Order Number.

Passports are only valid for a 12 month period. There will be no refund for days not used. Days not used are not transferable to a new agreement.

A signed booking form is required for each course.

Notice of cancellation should be received in writing at least 10 working days before course commencement date in which case a full credit of days will be issued. If notification is received within 5 to 10 working days of course commencement dates, a credit of 50% of the course days will be issued. No credit of days will be issued if notification of cancellation is received within 5 working days of course commencement. Half days will count as one. 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 Associates Limited reserves the right to improve or modify the content and format of courses without giving prior notice. 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. 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. A confirmation letter and an invoice will be sent on receipt of a booking. PTR may reschedule courses to suit demand. Clients will be notified by fax or telephone.

### I agree to the above Terms and Conditions

Signed: \_\_\_\_\_ Name: \_\_\_\_\_