

# Event/Course Booking Form



Please complete, signing at the bottom of the page and return the form to UK NARIC, Suffolk House, 68-70 Suffolk Road, Cheltenham, Gloucestershire, GL50 2ED. Fax +44 (0)1242 258601

Name of Delegate(s)	<input type="text"/>		
	<i>(please continue on separate sheet if required)</i>		
Organisation Name and Address	<input type="text"/>		
Telephone Number	<input type="text"/>	Email address	<input type="text"/>
	Finance department email	<input type="text"/>	
Event or Course	<input type="text"/>		
Location of Event	<input type="text"/>		
Date	<input type="text"/>	Time	<input type="text"/>
		Number Attending	<input type="text"/>
So we can plan for access at our venues, please indicate the number attending who are disabled or who have impaired mobility. If none, just enter 'none' or 0 (zero)	<input type="text"/>	(Please indicate nature of disability)	<input type="text"/>

**Purchase order number must be provided at time of order, if required by your Finance department.**

Purchase order number
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I am aware that the cost for the event/course will be

£ <input type="text"/>	(insert correct fee)	<input type="text"/>
	+ VAT	Promotional Code

**Terms and Conditions:** In registering for this event, you agree to the following terms; cancellations must be received in writing a minimum of 5 working days before the date of the event, to qualify for a refund, or to have a complimentary place re-credited to your account. We regret that no refund can be granted after this point, but substitute delegates will be accepted. Non appearances on the day will be liable for the full cost. Delegate places must be paid for, if payment is applicable, at the time of booking, and we regret that we are no longer able to invoice for events.

SIGNED:
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**OFFICE USE ONLY**

Account Manager	Account Reference	Account Code	Date of Sale
Start Date	End Date	Proc. Date	Proc. By
Payment Type:		Invoice:	
CC <input type="checkbox"/>	Invoice <input type="checkbox"/>	Cheque <input type="checkbox"/>	Date: <input type="text"/>
			Number: <input type="text"/>
			Invoiced by: <input type="text"/>
Book Orders:	DD <input type="text"/>	ELT <input type="text"/>	ISQ <input type="text"/>

Payment can be made by credit card, debit card or cheque. Please make payments to ECCTIS Ltd.

Credit card and debit card payments can be made by contacting your account manager or calling sales on 01242 258605.