



Training Course Advance booking form

Please write in **BLOCK CAPITALS**. If you are booking more than two delegates, please photocopy this form and use a separate form for each booking. Please read Cancellations and Variation Terms below this form.

| Training Course Details | | | |
|--|---|-----|----|
| Course Title | | | |
| Course Dates | | | |
| Cost + VAT VAT is charged at current rate. | £700.00 | | |
| Additional delegate from same company + VAT | £700.00 | | |
| Delegates Name(s) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Your Details | | | |
| Title (please circle) | Mr Mrs Miss Ms Dr Other..... | | |
| Surname | | | |
| Forenames (in full) | | | |
| Job Title | | | |
| Organisation | | | |
| Business Address | | | |
| | | | |
| | | | |
| | | | |
| Email | | | |
| Telephone | | | |
| Fax | | | |
| Membership (please circle) | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES | NO | | |

| Payment Details | |
|---|--|
| Payment (please circle) | Credit/Debit |
| VAT is charged at 20% | |
| Purchase Order No: (UK Only) | |
| Title (please circle) | Mr Mrs Miss Ms Dr Other..... |
| Credit Card Details | |
| Card Holders Name | |
| Signature | |
| Organisation | |
| Cardholders Address | |
| | |
| | |
| Postcode | |
| Telephone | |
| Card Number (Please note we do not accept American Express) | |
| | |
| | |
| | |
| Expiry Date | |
| Security No: | |
| Issue Number : | |
| How to Book | |
|  | You can email this booking form to advisorymembership@eurofins.com |
|  | You can post this booking form to us at: Audit/Advisory - Training, Eurofins, i54 Business Park, Valiant Way, Wolverhampton, WV9 5GB |

Cancellation and Variation

Eurofins reserves the right to vary, alter or cancel any course or venue when unavoidable.

Delegate numbers on the specialised courses are kept to a minimum therefore if as a result of any other delegate cancellations, the course becomes insufficiently attended, the course will be cancelled. The remaining delegates will be given the option of transferring onto the next schedule course.

Cancellation, by a delegate, may take place up to 21 days prior to the 1st day of the course without incurring a cancellation charge. On cancellation, delegates will be given the opportunity to re-book onto a further course.

If cancellation, by a delegate, takes place within 21 days of the first day of the course, a cancellation charge will be payable, at the discretion of Eurofins.

The following percentages of the total amount delegate fee will be charged

- If cancellation occurs 21 - 14 days before the course, cancellation is 50% of total charges
- If cancellation occurs 14 - 7 days before the course, cancellation is 75% of total charges
- If cancellation occurs 7 days or less before the course, cancellation is 100% of total charges