

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

Payment Details	
Payment (please circle)	Credit/Debit
VAT is charged at 20%	
Title (please circle)	Mr Mrs Miss Ms Dr Other.....
Credit Card Details	
Card Holders Name	<input type="text"/>
Signature	<input type="text"/>
Organisation	<input type="text"/>
Cardholders Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Card Number (Please note we do not accept American Express)	
	<input type="text"/>
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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