



TMS insight

REGISTRATION FORM

Office use only

C C E R E F:

Q A R E F:

Course Title:

Course Date:

Course Venue:

Delegate 1:

Delegate 2:

Delegate 3:

Delegate 4:

Company Name:

Address:

Postcode:

Telephone:

Fax:

E-mail:

Authorised by:

Position:

Nature of Business:

No of Employees:

Terms and Conditions of Booking:

- **Delegate substitutes** can be made at any time without incurring a cost
- **Cancellations** – The following charges apply if you cancel;
 - 21 – 28 working days before course – 20% of course fee
 - 11 – 20 working days before course – 50% of course fee
 - 1 – 10 working days before course – 100% of course fee
- **Transfers** made up to 21 working days prior to a course will be subject to a £30 administration fee. Transfers made between 15 – 21 working days prior to a course will be charged 40% of the full fee. Transfers made less than 15 working days prior to course will be subject to 75% of course fee

We would be happy to assist those delegates wishing to undertake the training on a residential basis with their accommodation arrangements, upon request.

Please reply if special diet is required

I enclosed a cheque of £ _____ Please make payable to TMS Insight Limited

Please invoice Purchase Order No _____

**TMS Insight (Training & Development) Limited, The Technology Centre,
Wolverhampton Science Park, Glaisher Drive, Wolverhampton. WV10 9RU**

Please send to:

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Fax: 01902 824155**

Email: sales@tmsinsight.co.uk

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Referral

Other