



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 _____

Please send to:

TMS Insight (Training & Development) Limited
Watling Court, Orbital Plaza, Bridgtown, Cannock, Staffordshire. WS11 0EL
Tel: 01543 404620
Fax: 01543 404601 **Email: sales@tmsinsight.co.uk**

Please indicate where you heard about our services

Quality World	Mail Shot	Referral	Other
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