



REGISTRATION FORM

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 (Global) Limited
Watling Court, Orbital Plaza, Cannock, Staffordshire. WS11 0EL
Tel: 01543 404620
Fax: 01543 404601 **Email: sales@tmsinsight.co.uk**

[Please indicate where you heard about our services](#)

Mailshot	Referral	Other:
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