

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 provide a list of local accommodation upon request.

Please reply if special diet is required _____

Invoices will be raised approximately 30 days ahead of the training with 30 day payment terms. BACS payments are preferred and bank details are shown on all invoices. However if you would rather pay by cheque please do so.

Payment by BACS is preferred (bank details are provided on all invoices)

Please invoice Purchase Order No _____

Please send to:
TMS Insight (Global) Limited
Watling Court, Orbital Plaza, Cannock, Staffordshire. WS11 0EL
Tel: 01543 404620
Email: sales@tmsinsight.co.uk **www.tmsinsight.co.uk**

Please indicate where you heard about our services

Mailshot	Referral	Other:
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