

# Booking Form

Booking Form: Please Fill In the Details Below, photocopy & fax / post to ACT Associates

## Delegate Details

Title & Name	<input type="text"/>
Job Title	<input type="text"/>
Company Name	<input type="text"/>
Address	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

Please send me products updates by e-mail  Y / N (circle)  
I understand that this booking is made subject to the administration (terms & conditions) set out in this leaflet.

Purchase Order No.	<input type="text"/>
Authorised Signature	<input type="text"/>

## Joining Instructions to be sent to: delegate Y / N (circle) OR

Title, First Name, Surname:	<input type="text"/>
Job Title	<input type="text"/>
Address as above <input type="checkbox"/> Y / N (circle)	<input type="text"/>
OR advised	<input type="text"/>

## Order Details

Title/Code:	<input type="text"/>
Course Start Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Administration (Terms and Conditions):

**Initial Reservation:** By telephone on + 44 (0) 1384 447915 but must be confirmed in writing by post, or fax on + 44 (0) 1384 442533 OR e-mail [actsales@actassociates.co.uk](mailto:actsales@actassociates.co.uk). (Provisional bookings are held for 3 days only). All course costs are correct at time of going to print; please ensure that you check the current cost before placing an order.

**Registration:** It is a condition of registration that the fee is payable in advance of the course start date. To register, please send a copy of this completed booking form, for the attention of the ACT Enquiry Team. Cheques should be made payable to ACT Associates Ltd. On receipt of payment, a VAT receipted invoice will be sent with confirmation of registration. Alternatively, an invoice will be raised (your purchase order no. must always be given).

**Course Fees:** Fees include tuition, documentation, refreshments and lunch, but not overnight accommodation. (We offer discounts for organisations booking more than one delegate onto the same course at the same time - contact the ACT Enquiry Team for details).

**Joining instructions** In advance of the course start date.

## Fees (Please include VAT, Awarding Body Fees or & P&P if applicable)

## Payment Details

**Payment by card:** Visa<sup>†</sup> / Mastercard<sup>†</sup> / Switch<sup>^</sup> / Solo<sup>^</sup> (+3 % charge<sup>†</sup>)

Card No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Date <sup>^</sup>	<input type="text"/> / <input type="text"/>	Exp Date	<input type="text"/> / <input type="text"/>
Issue No.	<input type="text"/>		
Security Code No. (3 digit)	<input type="text"/>		

**Payment by Cheque:** I enclose a cheque for £   
Made payable to ACT Associates Limited.

**Payment by BACS:** I have instructed my bank to transfer £   
To ACT Associates Limited, Lloyds TSB, Kidderminster, 30-94-70  
0994333

**Invoice Required:**  Y / N (circle)

Address for invoice ( if different from delegates details):

Title & Name	<input type="text"/>
Job Title	<input type="text"/>
Company Name	<input type="text"/>
Address	<input type="text"/>
Tel	<input type="text"/>

**Cancellation:** Cancellation charges relating to bookings are taken from the date of receipt of written cancellation. A part refund of fees (less a 10% cancellation fee to cover costs) will only be made for written cancellations received at least 21 days prior to the start of the course. We regret that refunds cannot be made during the 21 day period but you may send a substitute delegate (subject to their successful application). Failure to attend will be treated as a cancellation. Transfers may be requested, but will be made at the discretion of ACT and subject to the same terms as cancellations. The request for transfer must be in writing. If received at least 21 days prior to the start date of the course a 10% transfer fee is liable. For transfers within 21 days prior to the course start date, a full fee is payable. The course information is correct at the time of going to print. However, we reserve the right to alter or cancel the event due to circumstances beyond our control.

**NEBOSH Exam Centre:** ACT is a registered NEBOSH Examination Centre open to external candidates and re-sits (Admin/Invigilation Fee + VAT + NEBOSH fees apply).

**Venues:** Quality locations are used to enable delegates to attend on a residential or non-residential basis.

**Note:** It may be necessary for reasons beyond the control of ACT Associates Ltd to change the content and timing of the programme, the speakers or the venue. This does not affect your statutory rights.

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Office use only:  
Booked on system .....  
Invoice No. Lb1/.....  
Joining Instructions .....