

Public Training Booking Form

Course Required: _____ Value: _____
 Dates: _____
 Company: _____
 Address: _____
 _____ Postcode: _____
 Primary Contact: _____
 Tel No: _____
 Email: _____

Delegate Names	Email Address	Contact Telephone

I wish to pay by (please tick):

Mastercard Visa Switch Issue No (Switch): _____
 Cheque* Pro-forma Invoice

Card No: _____ Expiry date: _____
 Signature: _____ Date: _____
 Name (please print): _____ Security Code (on reverse of card): _____

* Please make cheques payable to *DSCallards Ltd*

Please sign to state that you have read and agree to the terms and conditions outlined in this document

Signature: _____ Date: _____
 (please print): _____

Terms and Conditions
Please refer to the Course Agenda to ensure the content and details of the course are understood before completion of this booking form.

Course times are suggested as 9.30 to 5.00, with a one hour lunch break, morning and afternoon refreshment breaks. Course times can be readily adjusted to suit normal local working hours. No email access or mobile telephones will be allowed whilst in the training environment.

Please note that the price listed in this booking form does not include any incurred expenses, which will be billed separately after the training. Full payment for the course is required at least ten working days before the course date in order to confirm your booking.

Cancellations must be in writing and received 10 working days before the courses start or the full fee will be due.

Please return the completed booking form(s) to DSCallards Ltd. When we have received the form(s) we will send out confirmation including all necessary information for attendees. If you have any queries, please contact us immediately. DSCallards Ltd reserves the right to cancel, alter or re-schedule any courses, but in the event of this happening you will be offered a full refund.