

# Course booking form

Please return by email to [enquiries@arctraining.co.uk](mailto:enquiries@arctraining.co.uk) or send to Arc People Development Limited, 61 Cecil Road, Hale, Cheshire WA15 9NT

**Course title** \_\_\_\_\_

Delegate name	Cost	Email address	Venue	Dates
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____

**Customer name and address**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Purchase order number**  
 \_\_\_\_\_

**Authorisation (signature)**  
 \_\_\_\_\_

**Name in block capitals**  
 \_\_\_\_\_

**Position within company**  
 \_\_\_\_\_

**Date**  
 \_\_\_\_\_

Booking Terms and Conditions

Reservations will be treated as an official order.  
 Confirmed places may be cancelled up to 14 working days prior to the commencement of the course with no penalty.  
 Cancellation less than 14 working days prior to the commencement of the course or failure to attend will incur the full course fee. However a suitable replacement candidate may be sent at no additional charge.  
 Arc People Development Limited reserves the right to cancel or change any course on giving at least 5 working days notice of such cancellation prior to commencement.  
 All invoices need to be settled prior to the start of the Programme.  
 Arc People Development Limited will not accept liability for any public transport disruption or individual transport delays and in such circumstances the normal cancellation restrictions will apply.