

PUBLIC COURSE BOOKING FORM

ATTENDEE INFORMATION:

FIRST NAME: _____
 LAST NAME: _____
 CONTACT NUMBER: _____
 ALTERNATIVE CONTACT NUMBER: _____
 FAX NUMBER: _____
 E-MAIL: _____

BILLING INFORMATION:

COMPANY NAME / PERSON'S NAME: _____
 VAT NUMBER: _____
 ORDER NUMBER: _____
 CONTACT NAME: _____
 TEL NUMBER: _____
 FAX NUMBER: _____
 E-MAIL ADDRESS: _____
 BILLING ADDRESS: _____

MARKETING INFORMATION:

WHERE DID YOU HEAR ABOUT QED?

COURSE INFORMATION:

COURSE NAME: _____
 COURSE DATES: _____

TERMS AND CONDITIONS

1. Signature of this booking form is a binding agreement between the candidate and QED.
2. The candidate confirms that he / she meets the entry level requirements to attend the programme as stipulated in the course outline provided.
3. Upon receipt of the signed booking form, payment is required as final booking confirmation – 100% is payable before the date of training.
4. Cancellation should be made in writing 7 working days prior to the date of the training. Cancellation after 7 working days will incur a 100% cancellation Fee.
5. Non-attendance without cancellation will incur a 100% cancellation fee.
6. QED reserves the right to postpone training due to insufficient number of delegates. Should training be postponed candidates will be given 3 months within which to attend the training.
7. Where training is taking place in physical contact and catering is provided, all special dietary requirements must be received no later than 2 days prior to commencement of the course. Failure to do so will result in you, the delegate, being liable for the arrangement of your meal and all costs incurred.

 SIGNATURE

 DATE