



Booking Form

Please photocopy this form for each course required and return.

FOUR EASY WAYS TO BOOK

- 1. BY PHONE:** 01283 505777 *during normal office hours (Mon-Fri, 9-5).*
- 2. BY EMAIL:** info@arca.org.uk
- 3. BY FAX:** 01283 568228
- 4. BY POST:** Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY

Company details

Company Name: _____ Member Non Member

Address: _____

 _____ Postcode: _____

Tel No: _____ Fax No: _____

Booked by: _____ Signature: _____

Training Contact: _____ Email: _____

Courses/Qualifications to be booked

Delegate Name(s)	NI Number	Location	Date(s)	Fee £
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Methods of Payment

I enclose Cheque for £ _____ made payable to ARCA, Invoice address if different from above:
 or please debit my VISA Mastercard Switch/Maestro for £ _____
 My Card No is _____
 Expiry Date _____ Start Date _____ Issue No. _____
 Signature _____ Date _____ Your Purchase Order No. _____

**By signing this booking form you are accepting the terms and conditions as stated on our website www.arca.org.uk/page/arca-training-terms-and-conditions.
 Please note: No delegate will be permitted to attend unless payment has been received in advance.**