

# arca



## 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](mailto:info@arca.org.uk)
3. **BY POST:** Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY

### Company details (please place 'x' in the appropriate choice box)

Company Name: \_\_\_\_\_ Member  Non Member

Address: \_\_\_\_\_ CITB Levy No.

\_\_\_\_\_  
 \_\_\_\_\_

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 - Cheque or Card (please place 'x' in the appropriate choice box)

**By Cheque:** I enclose a cheque for £  made payable to ARCA Invoice address if different from above \_\_\_\_\_

**By Card:** 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](http://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.

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