

# Booking Form

Please photocopy this form for each course required and return.



## 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 (CAPS): \_\_\_\_\_ Signature: \_\_\_\_\_

Training Contact: \_\_\_\_\_ Email: \_\_\_\_\_

## Courses/Qualifications to be booked

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

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

**NOTE:** From 3rd February 2020, all candidates to bring original photo identification to training/assessments.

## 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.