

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
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 (please place 'x' in the appropriate choice box)

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 - 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.
 Please note: No delegate will be permitted to attend unless payment has been received in advance.