

# Booking Form 2020/21

Please photocopy this form for each course required and return.



## WAYS TO BOOK

1. **BY EMAIL:** [info@arca.org.uk](mailto:info@arca.org.uk) 2. **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: \_\_\_\_\_ Email: \_\_\_\_\_

Booked by (CAPS): \_\_\_\_\_ Signature: \_\_\_\_\_

## Course/Qualification to be booked (please place your choice of either 'Centre' based course, with location choice, OR 'Remote' based course.)

Training Centre based Course title

Choice of Location/Training Centre

**OR**

Remote based Course title

Delegate Name(s)	NI Number	Email Address	Date(s)	Fee £ (excl vat)
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Please specify if any of the below delegates have any additional training needs/dietary requirements upon booking.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NOTE:** All candidates to bring original photo identification to training/assessments.

## Methods of Payment - Choose 1 of 3 methods (please place 'x' in the box of your chosen method)

1.  **By Training Credits** Invoice address if different from above

2.  **By Card** Please debit my VISA  Mastercard  Switch/Maestro  for £

My Card No is

Expiry Date     Start Date     Issue No

3.  **By Cheque** I enclose a cheque for £  made payable to ARCA

Signature: \_\_\_\_\_ Date:       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.

V0820