

# Booking Form

Please photocopy this form for each course required and return.



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

Company Name: \_\_\_\_\_ Member  Non Member   
Address: \_\_\_\_\_ CITB Levy No.\*   
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: \_\_\_\_\_ Email: \_\_\_\_\_  
Booked by (CAPS): \_\_\_\_\_ Signature: \_\_\_\_\_

## Course/Qualification to be booked

Course title \_\_\_\_\_ Date(s) \_\_\_\_\_ Choice of Location/Remote \_\_\_\_\_

Where did you hear about the Course/ Qualification?\*

### Delegate 1

Name\* \_\_\_\_\_  
NI No\* \_\_\_\_\_ DOB\* \_\_\_\_\_  
Email\*\* \_\_\_\_\_  
1st Line of Home Address\* \_\_\_\_\_  
Postcode\* \_\_\_\_\_

### Delegate 2

Name\* \_\_\_\_\_  
NI No \_\_\_\_\_ DOB\* \_\_\_\_\_  
Email\*\* \_\_\_\_\_  
1st Line of Home Address\* \_\_\_\_\_  
Postcode\* \_\_\_\_\_

### Delegate 3

Name\* \_\_\_\_\_  
NI No\* \_\_\_\_\_ DOB\* \_\_\_\_\_  
Email\*\* \_\_\_\_\_  
1st Line of Home Address\* \_\_\_\_\_  
Postcode\* \_\_\_\_\_

### Delegate 4

Name\* \_\_\_\_\_  
NI No\* \_\_\_\_\_ DOB\* \_\_\_\_\_  
Email\*\* \_\_\_\_\_  
1st Line of Home Address\* \_\_\_\_\_  
Postcode\* \_\_\_\_\_

\*This information is required to enable ARCA to claim grants on your behalf. \*\*Required for remote training course

## 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 £   
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) and consenting for delegate names and images to be used for ARCA Marketing purposes, providing delegates give consent.  
Please note: No delegate will be permitted to attend unless payment has been received in advance.

Please return this booking form by email to [info@arca.org.uk](mailto:info@arca.org.uk) or by post to  
Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY

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