

Booking Form

One form per course; for multiple delegates over four, attach further forms with their details.



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

Company Name: _____ Member ☐ Non Member ☐
Address: _____ CITB Levy No.*

Tel No: _____ Email: _____ Postcode: _____
Booked by (CAPS): _____ Bookers Mobile: _____
This number will be used for contact and feedback purposes.

Course/Qualification to be booked

Course title _____ Date(s) _____ Choice of Location/Remote _____
Where did you hear about the course qualification?*

Delegate 1

Name* _____ DOB* _____
1st Line of Home Address* _____ Postcode* _____
Email** _____ Mobile No* _____ NI No* _____

Delegate 2

Name* _____ DOB* _____
1st Line of Home Address* _____ Postcode* _____
Email** _____ Mobile No* _____ NI No* _____

Delegate 3

Name* _____ DOB* _____
1st Line of Home Address* _____ Postcode* _____
Email** _____ Mobile No* _____ NI No* _____

Delegate 4

Name* _____ DOB* _____
1st Line of Home Address* _____ Postcode* _____
Email** _____ Mobile No* _____ NI No* _____

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

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

*If you need a purchase order on your invoice,
provide it now. Lack of purchase order cannot be
used to refuse payment.*

Please return this booking form by email to training@arca.org.uk or by post to ARCA, Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY