

## DELEGATE & INVOICE DETAILS

Delegate name:

Company inc. address:

Email address of delegate:

Invoice address (if different from above, put n/a if the same):

Telephone number of delegate:

Booking made by:

Email address of booking contact (if not delegate):

Please sign to  
authorize attendance:

## DETAILS, PRICE, DATE AND ADDITIONAL INFORMATION

Course name:

Course location:

Course date:

Cost (ex. VAT):

Please confirm that you are buying this service in  
a business capacity.

Please indicate if you have any special dietary requirements:

Please inform us of any disability requirements:

Please invoice against our order number (If applicable):

We have asked for the above information so that we can process your order, we will hold this on our secured server until after the event. Once the event is over would you be happy for us to retain this information on our secured server  Yes  No

If you are happy, we would like to occasionally contact you about news, events and special offers, please indicate below which communications you'd be happy to receive:

Events/ Training courses

New and Current services

Special offers

Industry and Business Updates

### Terms of business

#### Payment

The course fee must be paid in full prior to the start of the course. We reserve the right to re-allocate the place to another delegate if fees are not paid on time.

#### Cancellation

Cancellations cannot be accepted within 14 days of the course start date. Cancellations prior to this will incur a 10% administration fee. Substitutions can be made at any time. Certificates only issued on full payment of course fees.

#### Changes to the event

We reserve the right to cancel, or make any changes to the event as required, including content, schedule, etc.

### Data protection act 1998

Information held on computer by companies within BM TRADA will be used only for the purposes of our business as required under the Act. We may call or write to you with details of the services we offer.

You may request in writing a copy of the details that we hold on you. You may request in writing that we do not contact you by phone, email and/or post.

[CLICK HERE TO SUBMIT FORM](#)