

## DELEGATE & INVOICE DETAILS

Delegate name:

Company name and address:

Delegate email address:

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

Telephone number of delegate:

Booking made by:

Booking contact email address (if different from delegate):

Signature to authorize attendance:

### 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.

### Please note:

It is a legal requirement for all structural timber used in the UK to be strength graded, CE marked and stamped in accordance with Annex ZA of BS EN 14081-1. In order to do this you will be required to join a certification scheme operated by a Notified Body such as BM TRADA.

## DETAILS, PRICE, DATE AND ADDITIONAL INFORMATION

Course name:

Course location:

Course start date:

Cost (ex. VAT):

Special dietary requirements:

Disability requirements:

Purchase order number (if applicable):

### General Data Protection Regulation (GDPR)/Data Protection Act (DPA) 2018

BM TRADA is part of the Element Group <https://www.bmtrada.com/>

We'd like to stay in touch and call or write to you with details of the services we offer.

You can opt out of this at any time by emailing [marketing@element.com](mailto:marketing@element.com) or by using the unsubscribe link which will be in the emails we send you. If we call or write to you, you can ask us to stop at any time. For further details on how your data is used and stored please go to <https://www.element.com/terms/privacy-statement>

#### Your rights

If you wish to exercise any of your rights under GDPR/DPA, 2018, you can contact us at [privacy@element.com](mailto:privacy@element.com)

**PLEASE PRINT, COMPLETE AND  
EMAIL THIS FORM TO:**  
[info.training@bmtrada.com](mailto:info.training@bmtrada.com)

### FOR INTERNAL USE ONLY

Booking received:

Reviewed by:

Date: