

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, UKCA or 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 UK Approved Body such as BM TRADA or an EU Notified Body such as our sister company Element BV.

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):

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

PLEASE PRINT, COMPLETE AND
EMAIL THIS FORM TO:
info.training@bmtrada.com

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 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

FOR INTERNAL USE ONLY

Booking received:

Reviewed by:

Date: