

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:

Course name:

Course location:

Course date:

Cost (ex. VAT):

Please confirm that you have the recommended prior knowledge for this course, as seen on bmtrada.com

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:

- | | |
|---|--|
| <input type="checkbox"/> Events/ Training courses | <input type="checkbox"/> New and Current services |
| <input type="checkbox"/> Special offers | <input type="checkbox"/> Industry and Business Updates |

Please complete and return to courses@bmtrada.com or Certification training,
BM TRADA, Chiltern House, Stocking Lane, High Wycombe, HP14 4ND.

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

PRIVACY NOTICE

For information on how we process personal data please see our Global Privacy Notice at <https://www.element.com/terms/privacy-notice>