



**TRAIN'D UP COURSE BOOKING FORM**

**PLEASE COMPLETE THIS BOOKING FORM IN FULL AND RETURN IT TO:**

**TRAIN'D UP (HEAD OFFICE)  
ELMBANK MILL  
MENSTRIE BUSINESS CENTRE  
MENSTRIE  
CLACKMANNANSHIRE  
FK11 7BU**

Course Title (Please book the following training course/s and places)	Dates	No. of Places Reqd.	Course Fee P/P or Per Group
<b>Totals</b>			

**Company Contact Details (Joining instructions will normally be sent to this address 2 weeks prior to the course commencement date)**

Title:	Forename:	Surname:
Job Title:		
Organisation:		
Address:		
Postcode:		
Tel:	Fax:	E-mail:



**TRAIN'D UP COURSE BOOKING FORM CONTD.**

**Payment Details (Your invoice will be sent to this address- please do not send payment now, we will invoice you 2 weeks prior to course commencement)**

Person to invoice:

Purchase Order No:

Job Title:

E-mail:

Address:

Postcode:

**Cancellation Policy**

**Please note that if a place on a course is cancelled - for whatever reason - on the 10<sup>th</sup> working day or less before the date of the course, the fee will remain payable in full. We recommend the nomination of a suitable substitute participant. Cancellations prior to this will not be charged but will only be accepted in writing (e-mail correspondence will be acceptable).**

I agree to abide by these conditions of booking and cancellation:

Authorised Signatory: \_\_\_\_\_

**Dietary/Access/Special Needs**

**Please detail any dietary needs (most course fees include a sandwich or cold buffet lunch) or access needs (most venues are fully accessible) or other special needs that do not require additional support funding:**


**\*All training rates subject to VAT**

**FOR FURTHER INFORMATION PLEASE CONTACT:**

TRAIN'D UP (HEAD OFFICE)  
ELMBANK MILL  
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MENSTRIE  
CLACKMANNANSHIRE  
FK11 7BU  
TEL: 0870 850 4525  
Fax: 0870 850 3397