

Booking Form

Please photocopy this form for each course required and return.



Company details (please place 'x' in the appropriate choice box)

Company Name: _____ Member ☐ Non Member ☐
Address: _____ CITB Levy No.*

Tel No: _____ Email: _____ Postcode: _____
Booked by (CAPS): _____ Bookers Mobile: _____
This number will be used for contact and feedback purposes.

Course/Qualification to be booked

Course title	Date(s)	Choice of Location/Remote
Where did you hear about the course qualification?*		

Delegate 1

Name* _____ DOB* _____
1st Line of Home Address* _____ Postcode* _____
Email** _____ Mobile No* _____ NI No* _____

Delegate 2

Name* _____ DOB* _____
1st Line of Home Address* _____ Postcode* _____
Email** _____ Mobile No* _____ NI No* _____

Delegate 3

Name* _____ DOB* _____
1st Line of Home Address* _____ Postcode* _____
Email** _____ Mobile No* _____ NI No* _____

Delegate 4

Name* _____ DOB* _____
1st Line of Home Address* _____ Postcode* _____
Email** _____ Mobile No* _____ NI No* _____

**This information is required to enable ARCA to claim grants on your behalf. **Required for remote training course*

Methods of Payment - Choose 1 of 3 methods (please place 'x' in the box of your chosen method)

1. ☐ **By Training Credits** Invoice address if different from above _____
2. ☐ **By Card** Please debit my VISA ☐ Mastercard ☐ Switch/Maestro ☐ for £ _____
3. ☐ **By Cheque** I enclose a cheque for £ made payable to ARCA _____
Signature: _____ Date: Purchase Order No: _____

By signing this booking form you are accepting the [terms and conditions](#) as stated on our website.
Please note: No delegate will be permitted to attend unless payment has been received in advance.

If your company requires valid PO Numbers for orders, then it is your responsibility to supply them.
Bookings are invalid without them.

Please return this booking form by email to training@arca.org.uk or by post to ARCA, Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY