

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 <input type="checkbox"/> Non Member <input type="checkbox"/>
Address: _____	CITB Levy No. <input type="text"/>

Postcode: _____	
Tel No: _____	Email: _____
Booked by (CAPS): _____ Signature: _____	

Course/Qualification to be booked

Course title <input type="text"/>	Date(s) <input type="text"/>	Choice of Location/Remote <input type="text"/>
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. <input type="checkbox"/> By Training Credits	Invoice address if different from above
2. <input type="checkbox"/> By Card Please debit my VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> Switch/Maestro <input type="checkbox"/> for £ <input type="text"/>	_____
3. <input type="checkbox"/> By Cheque I enclose a cheque for £ <input type="text"/> made payable to ARCA	_____
Signature: _____ Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Purchase Order No: _____	

By signing this booking form you are accepting the terms and conditions as stated on our website www.arca.org.uk/page/arca-training-terms-and-conditions.
Please note: No delegate will be permitted to attend unless payment has been received in advance.

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