

# Training Booking Form

Please photocopy this form as required and complete a separate form for each delegate.

To reserve your place on a course, simply fill in this form and **fax it to Banxia Software Ltd on +44 (0) 1539 815 661.**

Or post it to: Banxia Software Ltd, P.O.Box 134, Kendal, LA9 4XF, UK.

If you have any questions please email to [info@banxia.com](mailto:info@banxia.com) or call us on +44 (0) 1539 815 660.

**PLEASE DO NOT FORGET TO SIGN AND DATE YOUR COMPLETED BOOKING FORM.**

COURSE SELECTION	
Workshop details	
Title:	Date:

DELEGATE DETAILS	
Name:	Mr/Ms
Organization:	
Address:	
Town/city:	State/ Zipcode:
Telephone:	Fax:
Email:	
Special physical or dietary requirements:	

**Course fees** (please tick to indicate delegate type):

**£395 plus VAT for academic delegates**

**£495 plus VAT for non-academic delegates**

NOTES: (1) To qualify for academic/educational prices you must be a bona fide school, college or university teacher/lecturer, a registered student or a researcher at an educational establishment. Government / military establishments do not qualify. (2) VAT is currently charged at 17.5% and should be added to the course fees stated above. VAT must be charged on all UK booking and EC bookings where a valid company tax number has not been provided.

## Standard terms and conditions:

- Workshop/ course fees quoted are for each, individual delegate.
- Registration for courses starts at 9.15am on the morning of the day of/ first day of the course.
- Unless otherwise stated in the joining instructions courses start at 9.30am and finish at 4.30pm
- Course fees include tuition, course notes and/or text, and tea/coffee in mid-morning and mid-afternoon breaks. Lunchtime meal may not be included (please ask).
- Travel and accommodation are not included in the course fees. They are the responsibility of the delegate.
- The full course fee is payable at the time of booking. Banxia Software Limited reserves the right to withhold joining instructions, pending receipt of full payment.
- Whilst every effort is made to ensure that advance publicity is correct, Banxia Software Limited reserves the right to make changes to programme details or other arrangements, which might be necessary.
- All cancellations must be in writing.
- If a booking is cancelled more than 20 (twenty) working days before the course date, any fees paid will be refunded, although an administration fee of £50 (fifty pounds) will be charged. If a booking is cancelled 20 (twenty) working days or less prior to the course date then the full course fee is payable and no refund will be given.
- Delegate substitution from the same organisation may be made without charge, although notification of the change should be given to Banxia Software Limited a minimum of 3 (three) working days prior to the date of the course.
- Courses are run subject to a minimum number of delegates attending each course. If it becomes necessary for Banxia Software Limited to cancel a course, any fees paid will be refunded in full. In such a case Banxia Software Limited's liability shall be limited to the refund of the course fee.
- Delegates attend the course(s) at their own risk. Banxia Software Limited accepts no liability for any loss, damage or injury suffered by any delegate.

I agree to and accept the terms and conditions set out above:

Signed: ..... Date: .....

PAYMENT WITH BOOKING			
<input type="checkbox"/>	<b>Credit card</b> Card number: Security code: (from signature strip)	<input type="checkbox"/> Mastercard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club	Expiry: / Signature:
<input type="checkbox"/>	<b>Cheque payment</b>	I enclose a cheque drawn on a British Bank for £_____ (UK pounds sterling) made payable to "Banxia Software Ltd".	
<input type="checkbox"/>	<b>Direct bank transfer</b> Banxia Software Ltd bank details:	I have arranged a direct transfer of funds, direct to your bank. Transfer ref: _____ Bank of Scotland, 54/62 Sauchiehall Street, Glasgow, G2 3AH, Scotland. Sort code: 80-07-48, Account 00138172, Name: Banxia Software Ltd SWIFT BIC: BOFSGB21312 IBAN: GB80 BOFS 8007 4800 1381 72	
<input type="checkbox"/>	<b>Purchase order</b>	Sorry, we cannot accept a purchase order for training courses. If you need an invoice in order to raise payment, please contact us. All fees must be paid before the course.	