

Training Course Booking Form

Course Title:	
Date:	
Number of Attendees:	

BOOKER DETAILS »

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Dr
 Mr
 Mrs
 Miss
 Other

First name:
 Surname:
 Job Title:
 Speciality:
 Trust / Organisation:
 Address:
 Postcode:
 Telephone No:
 Fax No:
 Email address:
 Any special requirements (including dietary, access, learning etc):
 Signature: Date:

DELEGATE NAMES » Please continue on a separate sheet if necessary

PAYMENT DETAILS »

By Cheque – I enclose a cheque (made payable to Partnerships in Care Ltd) for: £

By Credit Card – Please debit my **VISA / MASTERCARD / MAESTRO** (please circle) for: £

Card no: _____

Start date: / / or Issue No: _____ Expiry date: / /

Cardholders Name: Card Holders Postcode:

Signature Card Holders House No:
(For payment verification)

By Invoice – Requests to pay by invoice **must** be accompanied by either a copy of your Trust or organisation's official purchase order or requested with a PO number :

Please send an invoice for: £ _____ to:- _____

Contact name:

Job Title/Department:

Organisation/Trust:

Address:

Purchase Order no:

HOW TO BOOK »

Please send your fully completed reservation form to: **The Conference Team, Arbury Court, National Training Centre, Townfield Lane, Winwick, Warrington, WA2 8TR**, or email to **ntc@partnershipsincare.co.uk**

PAYMENT METHODS »

We require payment by cheque or BACS, please make cheques payable to: **Partnerships in Care, Arbury Court.** Alternatively you can request an invoice for a BACS transfer but payment must be received before the conference date.

THE VENUE»

Arbury Court is accessible from Junction 9 of the M62. It is also accessible from Warrington City Centre by bus or taxi. Car parking is available on site.

CONFIRMATION OF RESERVATIONS

All reservations will be confirmed in writing. Full details, including programme times and venue information, will be forwarded approximately two weeks prior to the conference date. Late reservations will be confirmed by fax or by email.

RESERVATION & CANCELLATION POLICY »

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee (minimum £10). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

FURTHER INFORMATION »

For further information about all our future events and activities, visit www.partnershipsincare.co.uk, email ntc@partnershipsincare.co.uk or call 01925 400615

Your personal information will be used to process your application; will be securely stored on our database and to inform you of other training events. If you **do not** wish to receive information about our events, please tick this box

FOR NTC OFFICE USE ONLY:

Delegate No: _____ Date: _____

Payment ref: _____