



**birmingham**  
commercial training

# Training Course Booking Form

No. 7 The Square  
111 Broad Street  
Birmingham  
B15 1AS

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Fax: 0121 616 0701  
Email: info@bct.gb.com  
Website: www.bct.gb.com

<b>Course Title</b>											
<b>Course Date</b>											
<b>Company Name</b>											
<b>Address</b>											
			<b>Postcode</b>								
<b>Contact Name</b>			<b>Order No.</b>								
<b>Contact Email</b>											
<b>Telephone/Extension</b>											
<b>Fax</b>											
<b>Delegate Name(s) and Email Addresses</b>	<b>Name</b>	<b>D.O.B</b>	<b>Email</b>								
<b>Delegate Addresses</b>	<i>If addresses of delegates are different to the company one above, please let us know details on a separate sheet. Thank you!</i>										
<b>Emergency Contact Name(s) and Number(s)</b>											
<b>Special Dietary Requirements</b>	<b>Yes</b>	<b>No</b>	If yes, please specify (incl. numbers concerned):								
<b>Disability Requirements, etc.</b>	<b>Yes</b>	<b>No</b>	If yes, please specify (incl. numbers concerned):								
<b>Course Fee</b>	£	<b>Cheque enclosed</b> <input type="checkbox"/> (please tick ✓)  Please note that all course bookings should be paid for in advance & all courses are subject to VAT									
<b>VAT</b>	£										
<b>Total</b>	£										
<b>Signed</b>											
<b>Cancellation Fees</b> Online registration fee will not be refundable. Notification of cancellation must be received in writing. In the event of you cancelling a booking, the following charges will be made:- <table border="0" style="width: 100%;"> <tr> <td>More than 2 weeks prior to a booking</td> <td>No Charge</td> </tr> <tr> <td>1-2 weeks prior to booking</td> <td>50% of course fee</td> </tr> <tr> <td>2-6 days prior to booking</td> <td>75% of course fee</td> </tr> <tr> <td>Less than 2 days prior to booking</td> <td>100% of course fee</td> </tr> </table>				More than 2 weeks prior to a booking	No Charge	1-2 weeks prior to booking	50% of course fee	2-6 days prior to booking	75% of course fee	Less than 2 days prior to booking	100% of course fee
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1-2 weeks prior to booking	50% of course fee										
2-6 days prior to booking	75% of course fee										
Less than 2 days prior to booking	100% of course fee										
Please tick this box if you do not want BCT to use your contact details regarding future offers and services.			<input type="checkbox"/>								