



birmingham
commercial training

Training Course Booking Form

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

Tel: 0121 616 0700
Fax: 0121 616 0701
Email: info@bct.gb.com
Website: www.bct.gb.com

Course Title			
Course Date			
Company Name			
Address			
			Postcode
Contact Name			Order No.
Contact Email			
Telephone/Extension			
Fax			
Delegate Name(s) and Email Addresses	Name:	Job Title	Email Address
Delegate Addresses	<i>If addresses of delegates are different to the company one above, please let us know details on a separate sheet. Thank you!</i>		
Emergency Contact Name(s) and Number(s)			
Special Dietary Requirements	Yes	No	If yes, please specify (incl. numbers concerned):
Disability Requirements, etc.	Yes	No	If yes, please specify (incl. numbers concerned):
Course Fee	£	Cheque enclosed <input type="checkbox"/> (please tick ✓) Please note that all course bookings should be paid for in advance & all courses are subject to VAT	
VAT	£		
Total	£		
Signed			

Payment has to be made in full 3 weeks prior to course date
Cancellation Fees: Notification of cancellation must be received in writing. In the event of you cancelling a booking, the following charges will be made:-
 More than 4 weeks prior to a function No Charge
 3-2 weeks prior to function 50% of hire charge
 6-2 days prior to function 75% of hire charge
 Less than 2 days prior to function 100% of hire charge