



COURSE BOOKING FORM

Mass
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 Molly Millars Close
 Wokingham, Berkshire
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 www.mass-plc.com

| | | | |
|-------------------|--|----------------------------------|------------------------|
| CONTACT: | | ACCOUNT No. (IF KNOWN) | PURCHASE NUMBER |
| POSITION: | | | |
| COMPANY: | | DATE: | 2010 |
| EMAIL: | | | |
| ADDRESS: | | | |
| POST CODE: | | TEL: | FAX: |

| | | | |
|--|--|----------------------------|--|
| COURSE NAME AND CODE: | | | |
| LOCATION: | | | |
| DATE(S): | | | |
| No. Of DAYS: | | | |
| No. Of DELEGATES: | | | |
| DELEGATE NAMES (1): | | DELEGATE EMAIL (1): | |
| (2): | | (2): | |
| (3): | | (3): | |
| (4): | | (4): | |
| FEE (EXCL. VAT): | | | |
| NOTES (INVOICE ADDRESS, SPECIAL DIET, EQUIPMENT REQUIRED, EXPENSES ETC) | | | |
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IMPORTANT! It is imperative that you check every detail of this booking form to ensure that course name, date, versions etc are accurate. The signing and returning of this form will be treated as confirmation of attendance on the above course. Any subsequent changes must be verified in writing by both parties.
 Payment for training can be made through the following methods: Credit Card (excl. AMEX); Cheque or Postal Order; or by providing a Purchase Order Number above. Payments must be cleared with mass prior to commencement of training.

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| If in the event that (for whatever reason) its representative(s) fails to attend or withdraws from a training course which has been booked, without providing at least 28 days written notice prior to the scheduled commencement date, the following cancellation charges will be applied. | 1 - 14 Days = 100% Cancellation Charge 15 - 21 Days = 50% Cancellation Charge 22 - 28 Days = 25% Cancellation Charge > 28 Days = No cancellation Charge |
|---|--|

NAME (please print) _____ **SIGNATURE** _____
JOB TITLE (please print) _____ **DATE** _____
PURCHASE ORDER NUMBER (if required) _____

For office use only:

| | | | |
|-----------------------|--|--------------------|--|
| INVOICE NUMBER | | COURSE CODE | |
| TUTOR | | ROOM NUMBER | |
| DATA ENTERED | | DATE | |
| JI'S SENT | | DATE | |