

booking form

Please complete this form and post it to:
B&CE Building, Manor Royal, Crawley, West Sussex RH10 9QP
Or fax to: 08450 578 161

COURSE DETAILS		CONTACT NAME	
Course Title:		Title: Mr Mrs Miss Ms Other	
Date:		Full Name:	
Venue:		Job Title:	
No of Delegates:		Direct Tel No:	
Cost per Delegate & VAT:		Fax Number:	
Total Cost:		Email:	
COMPANY DETAILS		DELEGATE DETAILS	
Company Name:		Delegate 1:	
Company Address:		Delegate 2:	
Address 2:		Delegate 3:	
Address 3:		Delegate 4:	
Address 4:		Delegate 5:	
Address 5:		Delegate 6:	
Postcode:		Any special dietary requirements:	
Membership no: (if applicable)			
AGREEMENT			
Signature:		Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
By signing above I agree to accept NFB Training's booking terms and conditions (see overleaf).			
PAYMENT DETAILS			
<input type="checkbox"/>	Please invoice my company. My purchase order number (if required) is:		
<input type="checkbox"/>	I enclose a cheque for £ _____ payable to National Federation of Builders Ltd.		
<input type="checkbox"/>	I wish to pay by BACS.	Account Name: National Federation of Builders Account No: 31384422	Bank: HSBC – 19 Marylebone High Street, London, W1U 4BD Sort Code: 40-04-25
<input type="checkbox"/>	I wish to pay by Credit/Debit Card:	<input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard
		<input type="checkbox"/> Maestro	<input type="checkbox"/> Visa Debit
Credit Card Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Issue No*:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		*Maestro only	
Cardholder's Name:	Cardholder's Signature:
Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Valid From:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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TERMS & CONDITIONS OF BOOKING

All places are allocated on a first come first served basis.

Completion and return of a booking form will hold a provisional booking for seven days.

Bookings will only be confirmed on receipt of full payment.

Payment must be received prior to the event date. On receipt of payment; confirmation of booking together with course information and VAT receipts will be issued by the course administrator.

NFB Training reserves the right to alter trainers, timing and venue of the course for reasons beyond their control.

NFB Training are constantly updating and improving course content and reserves the right to alter any of the course's content without prior notice.

CANCELLATIONS

Refunds (less an administrative fee of 30%) will be made for cancellations received in writing more than 10 working days prior to the event.

No refund is available for cancellations made within the 10 working days prior to the event.

Delegates may be substituted in order to avoid cancellation at any time prior to the event.

There will be no charge if a substitute person wishes to replace the original delegate.

Please inform the course administrator of any change to the original booking.

NFB Training shall make every effort to avoid the cancellation or rescheduling of an event. However we reserve the right to cancel an event at any time and should the need arise, NFB Training shall endeavour to provide attendees notice in good time and refund or reallocate any payments made in respect of the event.

NFB Training can not accept liability for expenses or any other losses relating to costs or time to the delegate or their company.