

## Face to Face Course Reservation Form

(Please note – we require one reservation form per course per delegate)

### COURSE DETAILS

Course Title	
Course Date	
Venue	

**To be completed by all delegates**

### DELEGATE DETAILS

The Pump Centre course team may need to contact the delegate before the course date to discuss any issues or changes related to the course.

First Name	
Surname	
Job Title	
Email	
Telephone / Mobile	

### MORE PUMP CENTRE INFORMATION

If you would like to receive more information, via email, about Pump Centre events and activities – please type YES in the box below and you will be added to the mailing list.

*(Please note you can unsubscribe at any time).*

I would like to receive more info	
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## Invoicing Details and Payment Form

(We only require one invoicing details and payment form to cover all the delegates booked)

### INVOICING DETAILS

Contact Name	
Company Name	
Company Address	
Post Code	
Telephone	
Email Address	
Authorised Signature	
Job Title	
Date	

### PAYMENT DETAILS

	Cost per delegate (Ex VAT)	
	Number of delegates	
	Total Cost (Ex VAT)	
<b>Payment:</b>		
<ul style="list-style-type: none"> <li>Invoice my company using Purchase Order Number:</li> </ul>		

#### PLEASE RETURN YOUR COMPLETED FORMS VIA EMAIL TO:

Karen Bridgeman
Email: <a href="mailto:karen.bridgeman@arcadis.com">karen.bridgeman@arcadis.com</a>

Course fees per delegate are inclusive of all tuition and course materials. Following acceptance of your completed registration form, an invoice for the total amount will be sent to you including VAT. (VAT No. GB762995771). Pump Centre Members attract a 30% discount. bookings.

## FURTHER INFORMATION

More detailed information about the individual course content can be obtained directly from Karen Bridgeman on **01925 96 4030** or [karen.bridgeman@arcadis.com](mailto:karen.bridgeman@arcadis.com) or at our website [www.pumpcentre.com](http://www.pumpcentre.com)

Also, more information about preparation for the course, the course itinerary, joining the virtual course, using MS Teams and course etiquette can be download from the website and obtained via the course lecturer.

## CANCELLATION POLICY

Course fees are payable in full before the commencement of the course. Should you be unable to attend, a substitute delegate is always welcome at no extra charge. On certain occasions it may be possible to transfer your course booking to a later date.

If you wish to cancel you should do so by email at least 7 working days prior to the course start date, in which case there will be no cancellation charge. For any cancellations thereafter a 50% cancellation charge is payable.

If due to reasons outside of Pump Centre's control (e.g. lecturer sickness, equipment failure etc.) the course cannot take place on the specified date(s) then it will be rescheduled. If a delegate is unable to attend the rescheduled date, they can either transfer their booking to a later date or receive a full refund.

We reserve the right at any time and without prior notice to change the lecturer(s) from those described in the course material. Whilst Arcadis makes every effort to ensure that information presented during a course is correct, we must stress that the speaker's comments do not necessarily represent those of Arcadis and Arcadis does not warrant that the information is fit for any purpose and does not accept liability for any loss or damage suffered by any party relying on or making use of the information presented.