

HYBRID Course Reservation Form

(Please print / copy these pages as required – we require one reservation form per course per delegate)

Course Title			
Course Date			
I wish to attend (please tick)	Face-to-face		Virtual

To be completed by all delegates

DELEGATE DETAILS

The Pump Centre course team may need to contact the delegate before the course to discuss internet connectivity and the successful delivery of the course notes.

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 tick the box below

I would like to receive more info	
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Only to be completed by delegates attending the virtual course

DELEGATE - COURSE NOTES DELIVERY ADDRESS

The course notes will be sent to a delivery address of the delegate's choosing. This can either be an office or a home address – please specify your preferred delivery address below:

Home or Office address	HOME	OFFICE	(please tick preferred option)
Company Name (Office address only)			
House / Building Number			
Address 1			
Address 2			
Address 3			
Postal Town / City			
Postcode			
Delivery instructions			

Please note: the reservation form needs to be received 7 working days prior to the scheduled course start date to allow for delivery of the course notes.

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	
Job Title	
Date	
By submitting this form I confirm that I am authorised to place this order.	

PAYMENT DETAILS

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

PLEASE RETURN YOUR COMPLETED FORMS VIA EMAIL TO:

Karen Bridgeman
Email: karen.bridgeman@arcadis.com

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 or at our website 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.