

# TRAINING COURSE GROUP BOOKING FORM



## COURSE DETAILS

Name of Course:

Date of Course:

Number of Delegates:

## DELEGATE 1

Surname:

First Name:

Title:

Job Title:

Email Address:

Contact Tel Number:

## DELEGATE 2

Surname:

First Name:

Title:

Job Title:

Email Address:

Contact Tel Number:

## DELEGATE 3

Surname:

First Name:

Title:

Job Title:

Email Address:

Contact Tel Number:

## DELEGATE 4

Surname:

First Name:

Title:

Job Title:

Email Address:

Contact Tel Number:

## DELEGATE 5

Surname:

First Name:

Title:

Job Title:

Email Address:

Contact Tel Number:

## DELEGATE 6

Surname:

First Name:

Title:

Job Title:

Email Address:

Contact Tel Number:



## PAYMENT DETAILS

Invoice Address (include name):

Postcode:

Course Fee: £

Purchase order number:

Number of Delegates:

Total Cost: £

Method of Payment (tick/delete as appropriate):

Debit my Access/Visa/Mastercard for £.....

Card Number:

Security Code (last 3 digits on reverse of card):

Expiry Date:

Send me an invoice

I enclose a cheque

### What our Prices Include

Equipment and Course materials, morning and afternoon refreshments, lunch and a Certificate of Attendance.

### How to Book

Fill in the booking form below, stating which course you are attending and on which date. Use one form per person per course. Please feel free to print or photocopy this form for additional bookings. Post, fax or e-mail to:

Training  
Hallam Medical Limited  
19 Neepsend Triangle Business Centre  
1 Burton Road  
Sheffield, S3 8BW

Email: [training@hallammedical.com](mailto:training@hallammedical.com)  
Tel: 0844 335 0395  
Fax: 0114 272 8539

### Cancellations

Should you need to cancel your place we will accept a substitute at any time, you will need to let us have their details before the course. If you are unable to offer a substitute all cancellations must be received at least 28 days prior to the start, you will be issued with a cancellation number for your retention. If you cancel within 28 days of the course start date or if you fail to attend you will be liable for 100% of the course fee. Cancellations received more than 28 days before the course start date will be liable to a £15 administration fee.

### Changes by Hallam Medical Limited

Hallam Medical reserve the right to cancel a course, change the venue, amend the dates and/or fees and course tutors at any time and without prior notice.