

# Booking Form

Please photocopy this form for each course required and return.



## Company details (please place 'x' in the appropriate choice box)

Company Name: \_\_\_\_\_ Member  Non Member   
Address: \_\_\_\_\_ CITB Levy No.   
\_\_\_\_\_  
\_\_\_\_\_  
Tel No: \_\_\_\_\_ Email: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Booked by (CAPS): \_\_\_\_\_ Signature: \_\_\_\_\_

## Course/Qualification to be booked

Course Title	Start Date	Choice of Location/Remote
<input type="text"/>	<input type="text"/>	<input type="text"/>

Where did you hear about the course qualification?\*

## Delegate 1

Name\* \_\_\_\_\_ DOB\* \_\_\_\_\_  
1st Line of Home Address\* \_\_\_\_\_ Postcode\* \_\_\_\_\_  
Email\*\* \_\_\_\_\_ Mobile No \_\_\_\_\_ NI No\* \_\_\_\_\_

## Delegate 2

Name\* \_\_\_\_\_ DOB\* \_\_\_\_\_  
1st Line of Home Address\* \_\_\_\_\_ Postcode\* \_\_\_\_\_  
Email\*\* \_\_\_\_\_ Mobile No \_\_\_\_\_ NI No\* \_\_\_\_\_

## Delegate 3

Name\* \_\_\_\_\_ DOB\* \_\_\_\_\_  
1st Line of Home Address\* \_\_\_\_\_ Postcode\* \_\_\_\_\_  
Email\*\* \_\_\_\_\_ Mobile No \_\_\_\_\_ NI No\* \_\_\_\_\_

## Delegate 4

Name\* \_\_\_\_\_ DOB\* \_\_\_\_\_  
1st Line of Home Address\* \_\_\_\_\_ Postcode\* \_\_\_\_\_  
Email\*\* \_\_\_\_\_ Mobile No \_\_\_\_\_ NI No\* \_\_\_\_\_

*\*This information is required to enable ARCA to claim grants on your behalf. \*\*Required for remote training course*

## Methods of Payment - Choose 1 of 3 methods (please place 'x' in the box of your chosen method)

1.  **By Training Credits** Invoice address if different from above \_\_\_\_\_  
2.  **By Card** Please contact me for my card details. \_\_\_\_\_  
3.  **By Invoice** Please provide a valid PO number from your purchase system. \_\_\_\_\_  
Signature: \_\_\_\_\_ Date:

*By signing this booking form you are accepting the terms and conditions as stated on our [website](#).  
Please note: No delegate will be permitted to attend unless payment has been received in advance.*

Please return this booking form by email to [info@arca.org.uk](mailto:info@arca.org.uk) or by post to ARCA, Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY