



Booking Form

Please photocopy this form for each course required and return.

EASY WAYS TO BOOK

BY FAX: 01283 568228.

BY POST: ARCA, Unit 1, Stretton Business Park Two, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY.

For further information: 01283 505777

Company details

Company Name: _____ Member ☐ Non Member ☐

Address: _____

_____ Postcode: _____

Tel No: _____ Fax No: _____

Booked by: _____ Signature: _____

Training Contact: _____ Email: _____

Course to be booked

Delegate Name(s)	NI Number	Course Location	Course Date(s)	Course Fee £
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Any additional delegate requirements (e.g. due to diet, hearing or visual impairment, wheelchair access etc.)

Methods of Payment

I enclose Cheque ☐ for £ _____ made payable to ARCA,

Invoice address if different from above:

or please debit my VISA ☐ Mastercard ☐ Switch/Maestro ☐ for £ _____

My Card No is _____

Expiry Date _____ Start Date _____ Issue No. _____

Signature _____ Date _____ Your Purchase Order No. _____

By signing this booking form you are accepting the terms and conditions as stated on our website www.arca.org.uk/terms-conditions.asp
Please note: No delegate will be permitted to attend unless payment has been received in advance.