



COURSE BOOKING FORM

COMPANY DETAILS

NAME:

ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

COURSE DETAILS

COURSE NAME:

COURSE FEE:

DATE:

DELEGATE NAME(S):

PURCHASE ORDER NO: _____ (IF APPLICABLE)

SIGNED BY: _____ DATE: _____

TERMS & CONDITIONS

We reserve the right to alter, change or cancel the programme due to unforeseen circumstances. Please note that telephone bookings are provisional until written confirmation (either by fax or post) is received within 14 working days. Payment must be received before the start of any event. If you cancel your booking 10 working days before the event a full refund will be given. If you cancel less than 5 working days before the event your course fee will NOT be refunded. You may, of course, transfer your place on the event and date you have booked free of charge to someone else in your organisation. If so, you must advise us as soon as possible.

Cavan Innovation & Technology Centre Ltd

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