

Training Course Booking Form

Please fill in this form using block capitals. This booking form is for 2 people, please copy as required.

Booking Contact

Company Name

Address

Telephone Fax

Email Address

Course Title Course Code

Start Date Location

Delegate Names

Job Title/Dept

Delegate address
If different

Special Dietary Requirements:

Is wheelchair access required ? Yes No Yes No

PAYMENT DETAILS: Required 14 days before the course commences

Purchase Order No: _____

I enclose a cheque for £ _____ inc. VAT made payable to Rockwell Automation Ltd

Please debit my Visa card

Card No: _____ - _____ - _____ - _____

Expiry Date: _____

Card Holders Name: _____

Signed: _____ **Date:** _____

CANCELLATION POLICY

If you need to cancel the course for any reason, you must do **so in writing 21 days** before the course start date. If you cancel or postpone after this date, cancellation fees will apply. If you fail to attend the course without prior notice, you will still be liable for the full course fee.

Rockwell Automation reserves the right to cancel courses if insufficient bookings have been received. Delegates will be notified and an alternative date will be offered, or the course fee will be refunded in full. If a course has to be cancelled at the last moment, the fees will be refunded in total but Rockwell Automation cannot be held liable for any other expenses incurred by delegates or their organisations due to cancellation.

Please fax or post this Booking Form to

**Training Co-ordinator
Rockwell Automation
Customer Training Centre
Bank House
Westhaven Road
Midland Drive
Sutton Coldfield
B72 1TT
Tel: 0870 600 80 80
Fax: 0121 355 0315**

Your details will be added to our training database to ensure you receive future copies of our training schedule.

If you would prefer not to receive information, please tick here