

EVENT DETAILS (PLEASE COMPLETE IN BLOCK CAPITALS)

I wish to attend the following Workshop/Event:

On (date)

At (Venue)

Title: Forename:

Surname: Email:

Company Name:

Address:

Postcode:

Telephone:

Fax:

IF REQUIRED, PLEASE STATE ACCESS AND DIETARY REQUIREMENTS (E.G. VEGETARIAN/ALLERGIES)

PAYMENT OPTIONS (PLEASE TICK ONE OF THE OPTIONS BELOW FOR PREFERRED PAYMENT METHOD)

I enclose a cheque for the amount of: £ +20% VAT Made payable to "The Assessment Network Ltd"

Please invoice me for the amount of: £ +20% VAT Purchase Order No.

***All fees must be paid in full before attendance**

PLEASE NOTE

Your place at the Workshop/Event will be acknowledged by email within 10 working days of receipt

All fees include full course material, and VAT will be charged at 20%

Please return your completed registration form and cheque to:

The Assessment Network Ltd, Knowledge Centre, Wyboston Lakes, Great North Road, Wyboston, Bedfordshire, MK44 3BY

If you have any queries or questions, please call 01480 479222 or email info@tan.org.uk

TERMS AND CONDITIONS

1. The Assessment Network Ltd reserves the right to amend or cancel this course where the occasion necessitates.
2. All fees must be paid in full before attendance
3. The Assessment Network Ltd accepts no liability if, for whatever reason, the course does not take place.
4. Full amount payable unless
 - Cancellation: Provided written notice is received within 10 working days before the event, the fee will be refunded
 - Transfer: Provided written notice is received at least 10 working days before the event.
5. This booking form constitutes a legally binding contract

Signature:

Date:

Signature confirms acceptance of the booking terms and conditions above

DATA PROTECTION ACT

We would like to include your name, job, title, organisation/business name on the attendance list distributed to all delegates at the named Workshop / Event. If you agree to this, please tick the box

The Assessment Network Ltd will hold your details electronically for administration purposes, but will not pass them on to any other organisation. Please indicate your agreement with the following by ticking the box. I agree to the information on this form being stored on The Assessment Network Ltd database

Where did you first hear about this Workshop / Event please tick:

- Google Search
- Link from another website
- Recommended by a colleague
- Email from The Assessment Network Ltd
- Letter from The Assessment Network Ltd
- Other (Please specify)

For office use only

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| Rcvd in by:..... | Date:..... |
| Rcvd in accounts by:..... | Date:..... |
| Confirmation email sent:..... | Date:..... |