

PERSONAL DETAILS

Name:	Work Tel:
Company/Organisation:	Fax No:
Position:	Mobile Tel:
Work Address:	Email:
How did you hear about RADA Enterprises?	
<input type="checkbox"/> Recommendation <input type="checkbox"/> Direct Mail <input type="checkbox"/> Other <input type="checkbox"/> Advertisement <input type="checkbox"/> Email Campaign <input type="checkbox"/> Search Engine <input type="checkbox"/> Exhibition/Event	

BOOKING DETAILS - please see reverse for dates and fees

Course Title	Date of Course	Promotional Code (where applicable)	FEE £ + VAT @ 20%

PAYMENT DETAILS

Method of Payment - please tick one of the following: <input type="checkbox"/> Invoice <input type="checkbox"/> BACS <input type="checkbox"/> Cheque <input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card*			
Name and address to invoice (if different from above):	Credit Card Details - *There will be a 2.75% charge on credit card transactions (not applied to debit cards).		
	Card Number:		
	Name on card:		
Your Accounts Dept Tel No:	Expiry Date:	Start Date:	
Purchase Order No (where required):	Card Issuer:	3-digit Sec Code:	
Your Accounts Dept Email Address:	Signature:		
If paying by BACS, please quote the following details: Allied Irish Bank - Mayfair Branch, London W1J 6AA, Sort Code: 23-83-97, Account No: 33355063, Account Name: RADA Enterprises Ltd. Please quote delegate's name and/or invoice number as reference. If paying by cheque, make cheque payable to: RADA Enterprises Ltd and send to: RADA Enterprises Ltd, 18-22 Chenies Street, London WC1E 7PA.			

CONDITIONS

<p>Upon receipt of registration REL will issue a receipt and confirm a place on the course or offer an alternative course.</p> <p>All bookings carry a 20% liability upon receipt of Registration Form. To obtain an 80% refund, cancellations must be received at least 2 weeks prior to course date. You will not be accepted onto the course unless REL receives payment before the commencement date.</p> <p>It may be necessary for REL to alter the venue, timetable, tutor or content of the course. Full fees will be refunded should any training be cancelled by REL. We accept no liability for any other costs.</p> <p>You should receive an invoice one week after receipt registration and joining instructions for the course will be issued approx 10 days before the course date.</p> <p>Substitution (sending a friend or colleague) in your place is acceptable, at no charge. To transfer penalty-free to an alternative course or the same course on another date, we require at least 10 working days notice. Rescheduling within 10 working days before a course is allowed but is subject to a fee of £100 +VAT. We do not give any refunds or allow rescheduling in the final 3 working days before a course.</p>	<p>Please tick this box if you do NOT wish to receive information about RADA Enterprises Ltd products and services by mail, telephone, fax or email. <input type="checkbox"/></p> <p>I hereby agree to the above conditions.</p> <p>Signature: _____ Date: _____</p>
Below is for office use only	
Date conf email sent	Invoice No and date sent