



Booking Form

Company Name & Address	Company Invoice Address	Training Delivery Address
		Contact on arrival

Purchase Order Number

You must follow up with a copy of the purchase order; this can be faxed, e-mailed or posted with the booking form.

Price, ex. VAT

£

Course(s)	Date(s)	Delegate(s) Name(s)

Refresher & conversion courses – confirmation of delegates previous certificate of achievement **must** be sent prior to the commencement of the course.

Please use this space to confirm any previous experience your delegate has in the course subject e.g. already drives forklift but has no formal qualification.

Does delegate(s) have any special requirements i.e. wheelchair access, dietary, English not first language etc, please advise;

NB – All courses are subject to minimum/maximum delegate numbers to commence. Bookings taken are accepted on the basis that no charge will be made for cancellations received more than five working days from the start date of the course. A charge of 50% of the course fee will be made for cancellations received by Evolve between two and five working days prior to the start of the course. Cancellations made less than 24 hours before the course will incur the full charge. Name changes are accepted up until the start of the course.

Signature _____ Date _____

Please Print Name _____ Position _____

Booking Accepted By _____

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Card Number	Issue Number	Issue Date	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Card Holders Name	Card Holders Address
<input type="text"/>	<input type="text"/>