

Training & Events Booking Form

(Please print in block capitals)

Company Details:

Company Name: _____

Company Address:

Telephone Number: Code Number

Corporate Member of REC? Yes No

Membership Number: _____

Training & Events Details:

Event/Course Title: _____

Event/Course Date: _____

Event/Course Location: _____

Event/Course Cost: _____

Total (including VAT): £ _____

Delegate Details: (those attending the Event/Course)

Title: Forename: Surname: Email:
(Mr/Mrs/Ms/Miss/Other)

1. _____

2. _____

3. _____

4. _____

5. _____



Payment Details

Payment can be made by either Card or Cheque. Please indicate below:

- I enclose a CHEQUE for the full amount including VAT (made payable to 'REC Ltd')
- I have made a BACS payment for the full cost (quoting your REC membership number or Company Name) to:

Barclays Bank Plc Sort Code: 20-97-58 Account No: 10544469

- Please debit the full cost including VAT from the CARD details below:

Card type: Visa MasterCard / Access Switch/Delta

This is a: Company Card Personal Card

Name on Card: _____

Card Number: Issue No:

Security Code: Valid From: / Expiry Date: /

Card Billing Address:

Signature of Cardholder: _____

TERMS AND CONDITIONS

1. Full payment must be received with the booking
2. Once payment has been received a receipted invoice will be sent followed by joining instructions 5 days before the course.
3. Should you cancel or transfer within 9 working days of the course no refund will be issued.
4. Cancellations or transfers made between 10 and 15 working days of the course will attract a 25% administration fee.
5. The REC makes every attempt to run all courses, however reserve the right to cancel any course for whatever reason at any time.
6. These terms and conditions are fixed and final. Further terms and conditions can be found on the REC website at www.rec.uk.com/home/terms-and-conditions

Agreement – I have read and agree to the above terms and conditions:

Name: _____

Position: _____

Signature: _____

Date: _____

Please return the completed form with payment by post, email or fax to the details below

Registered in England
Company registered
Number 3895053

Dorset House
First Floor
27-45 Stamford Street
London SE1 9NT

t: 020 7009 2100
f: 020 7935 4112
e: info@rec.uk.com
w: www.rec.uk.com

