



## Course BOOKING FORM – (2012 Programme)

**Email to:** courses@jctconsultancy.co.uk  
**Fax to:** 01522 751188  
**Post to:** JCT Consultancy Ltd, LinSig House, Deepdale Enterprise Park,  
 Nettleham, Lincoln, LN2 2LL

*Or Book Online at [www.jctconsultancy.co.uk](http://www.jctconsultancy.co.uk) (no payment is taken online, we simply invoice you)*

Please first check availability of places and confirm prices before sending this form.  
 Contact Emma Davey on: **01522 751010** or email to [courses@jctconsultancy.co.uk](mailto:courses@jctconsultancy.co.uk)

Places are limited so please book early. Please ensure you get confirmation of booking within 7 days.

**Course Title:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Company / Organisation:** \_\_\_\_\_

**Invoice Address:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Purchase Order No./Authorisation Ref.** \_\_\_\_\_

If your organisation issues Order Nos, please mark above or send the order with the application, or mark "To follow" or "N/A"

**Delegate Name (1)** \_\_\_\_\_ **Job Title :** \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Delegate Name (2)** \_\_\_\_\_ **Job Title :** \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Contact name if not Del.1** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Office address** \_\_\_\_\_

**Invoice address if different** \_\_\_\_\_

*Please invoice for the following amount:*

Cost of Course Fees..... £ \_\_\_\_\_

Plus VAT @ 20% (payable by all EU customers for courses attended in the UK) £ \_\_\_\_\_

**Total** £ \_\_\_\_\_

*All course prices **EXCLUDE** overnight accommodation.*

**Cancellation** If a place is cancelled within 1 month of the course, we reserve the right to charge up to 50% of the cost of the course and 100% for cancellations within 7 days from the course. The final amount will depend on what charges are made by the Venue & whether the place can be taken up by another delegate. Delegates from the same organisation may be substituted at no charge.

**How did you hear of this course?** e.g. JCT Mail, email, Colleague, website, TEC, LTT, Surveyor \_\_\_\_\_