

# CIBSE Training Booking Form for 1 & 3 Day Course

<b>Course Details:</b>											
Course Date		Course Code		Course Name							
<b>Delegate Details:</b> <i>Email: <a href="mailto:training@cibse.org">training@cibse.org</a> for a multiple delegate / course booking form</i>											
First Name				Surname							
Job Title											
Delegate Email							Tel				
Bookers Email <i>(If different)</i>							Tel				
<b>Organisation Details:</b>											
Organisation											
Adress											
Town				County				Post Code			
<b>CIBSE Membership Details:</b> <i>(If applicable) - Please contact <a href="mailto:membership@cibse.org">membership@cibse.org</a> for more information</i>											
CIBSE Membership No							<i>To receive a reduced rate for CIBSE members please enter your membership number</i>				
<b>Course Rates:</b>											
<b>3 day</b> Standard Rate	<b>3 day</b> Member Rate	<b>1 day</b> Standard Rate	<b>1 day</b> Member Rate	Discount Code <i>(If applicable)</i>	No. of Persons	Total Incl. Vat					
£1,458 incl. vat <i>(£1,215 ex vat)</i>	£1,308 incl. vat <i>(£1,090 ex vat)</i>	£372 incl. vat <i>(£310 ex vat)</i>	£336 incl. vat <i>(£280 ex vat)</i>								
Booking Conditions	<b>All delegate alterations / cancellations must be received in writing to: <a href="mailto:training@cibse.org">training@cibse.org</a></b>										
<b>Payment Methods:</b> - <i>(Please select method)</i>											
<b>Card Payment</b> - <i>(Please enter card details below - We do not accept American Express)</i>											
Debit / Credit Card No.											
Valid From				Expiry Date				Security Code <i>(last 3 digits on reverse)</i>			
Card Holder's Name											<i>As printed on the card</i>
Card address							Post Code				
<b>Invoice Payment</b> - <i>(Please send a copy of your official (P.O.) Purchase Order)</i>											
F.A.O. Invoice Contact											
Email <i>(To send invoice)</i>							P.O. No:				
Invoice address							Post Code				
<b>Cheque Payment</b> - <i>(Enclosed - Please make payable to: CIBSE Services Ltd.)</i>											
<b>Bacs Payment</b> - <i>(Bank: Natwest   Sort Code: 60-01-34   Account: 21688869 A/C)</i>											

**Please return completed booking form to: [training@cibse.org](mailto:training@cibse.org)**

## CIBSE Training Booking Form for 1 & 3 Day Course

<b>Terms &amp; Conditions:</b>							
<p>CIBSE Training reserve the right to make changes to the speakers or programme. The right is also reserved in absolute discretion and without further liability to cancel any seminar when fees paid will be refunded. Acknowledged bookings are firm. Cancellation up to 4 weeks before the course is subject to a charge of 25% of fees due, later cancellation is not accepted but delegate substitution is allowed at any time. We reserve the right to request payment in advance for companies which have not had previous financial transactions with CIBSE Services Ltd. Please contact the training team before making any travel or accommodation arrangements - particularly if you are travelling from outside the UK mainland, as CIBSE will not be liable for any cost incurred. For full T &amp; C's please visit our website.</p>							
<b>Booking Conditions</b>		<b>All delegate alterations / cancellations must be received in writing to: <a href="mailto:training@cibse.org">training@cibse.org</a></b>					
<b>How did you hear about this course?</b>							
<b>Direct Email from CIBSE</b>		<b>Hard copy brochure from CIBSE</b>		<b>Through CIBSE Journal</b>		<b>Through search engine eg. Google etc</b>	
<b>Post Card / Advert in Magazine</b>		<b>Which Magazine</b>					
<b>Email from other organisation</b>		<b>Which Organisation</b>					
<b>Other method</b>							
<p>The personal information you give on this form will be held on the CIBSE database. Your contact details may be used by us to contact you with offers on similar CIBSE products and services.</p>							
<b>If you do not wish to receive further information on CIBSE courses please cross this box</b>							

**Please return completed booking form to: [training@cibse.org](mailto:training@cibse.org)**

**A:** CIBSE Service Ltd, 222 Balham High Road, London, SW12 9BS | **T:** 020 8772 3637 | **E:** [training@cibse.org](mailto:training@cibse.org)