Virtual Course Reservation Form

(Please print / copy these pages as required – we require one reservation form per course per delegate)

|  |  |
| --- | --- |
| Course Title |  |
| Course Date |  |

**DELEGATE DETAILS**

The Pump Centre course team may need to contact the delegate before the course to discuss internet connectivity and the successful delivery of the course notes.

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Job Title |  |
| Email |  |
| Telephone / Mobile |  |

**DELEGATE - COURSE NOTES DELIVERY ADDRESS**

The course notes will be sent to a delivery address of the delegate’s choosing. This can either be an office or a home address – please specify your preferred delivery address below:

|  |  |
| --- | --- |
| Home or Office address | HOME or OFFICE (please highlight preferred option) |
| Company Name (Office address only) |  |
| House / Building Number |  |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| Postal Town / City |  |
| Postcode |  |
| Delivery instructions |  |

Please note: the reservation form needs to be received 7 working days prior to the scheduled course start date to allow for delivery of the course notes.

**MORE PUMP CENTRE INFORMATION**

If you would like to receive more information, via email, about Pump Centre events and activities – please type YES in the box below

|  |  |
| --- | --- |
| I would like to receive more info |  |

Invoicing Details and Payment Form

(We only require one invoicing details and payment form to cover all the delegates booked)

**INVOICING DETAILS**

|  |  |
| --- | --- |
| Contact Name |  |
| Company Name |  |
| Company Address |  |
| Post Code |  |
| Telephone |  |
| Email Address |  |
| Authorised Signature |  |
| Job Title |  |
| Date |  |

**PAYMENT DETAILS**

|  |  |
| --- | --- |
| Cost per delegate (Ex VAT) |  |
| Number of delegates |  |
| Total Cost (Ex VAT) |  |
| **Payment:** |  |
| * Invoice my company using Purchase Order Number: |  |

## Please return your completed formS VIA EMAIL to:

|  |
| --- |
| Karen Bridgeman |
| Email: karen.bridgeman@arcadis.com |

Course fees per delegate are inclusive of all tuition and course materials. Following acceptance of your completed registration form, an invoice for the total amount will be sent to you including VAT.   
(VAT No. GB762995771). Pump Centre Members attract a 30% discount. bookings. Cheques should be made payable to “Arcadis Consulting UK”

**FURTHER INFORMATION**

More detailed information about the individual course content can be obtained directly from Karen Bridgeman on **01925 96 4030** or [karen.bridgeman@arcadis.com](mailto:karen.bridgeman@arcadis.com) or at our website [www.pumpcentre.com](http://www.pumpcentre.com)

Also, more information about preparation for the course, the course itinerary, joining the virtual course, using MS Teams and course etiquette can be download from the website and obtained via the course lecturer.

**CANCELLATION POLICY**

Course fees are payable in full before the commencement of the course. Should you be unable to attend, a substitute delegate is always welcome at no extra charge. On certain occasions it may be possible to transfer your course booking to a later date.

If you wish to cancel you should do so by email at least 7 working days prior to the course start date, in which case there will be no cancellation charge. For any cancellations thereafter a 50% cancellation charge is payable.

If due to reasons outside of Pump Centre's control (e.g. lecturer sickness, equipment failure etc.) the course cannot take place on the specified date(s) then it will be rescheduled. If a delegate is unable to attend the rescheduled date, they can either transfer their booking to a later date or receive a full refund.

We reserve the right at any time and without prior notice to change the lecturer(s) from those described in the course material. Whilst Arcadis makes every effort to ensure that information presented during a course is correct we must stress that the speaker’s comments do not necessarily represent those of Arcadis and Arcadis does not warrant that the information is fit for any purpose and does not accept liability for any loss or damage suffered by any party relying on or making use of the information presented.