

ICSA TRAINING COURSE BOOKING FORM

COURSE TITLE _____ COURSE DATE _____

COURSE FEE £ _____ + VAT (ICSA Members deduct 10% from the fee)

ATTENDEE DETAILS

Mr/Mrs/Miss/Ms/other: _____ First name: _____ Surname: _____

Job title: _____ Company name: _____

Company address: _____

Postcode: _____

E-mail: _____

Direct phone no. _____ Direct fax no. _____

Special dietary requirements: _____

Are you an ICSA member? No Yes member I.D.: _____

IF MORE THAN ONE DELEGATE ATTENDING, PLEASE PHOTOCOPY THIS FORM AND RETURN ALL ATTACHED TOGETHER

PAYMENT

Total payment: £ _____ + VAT

Please deduct my credit/debit card: Visa/MasterCard/Maestro/Delta (delete as appropriate)

Card no.

Start date: / Expiry date: / Security code:

Name on card : _____

I enclose a cheque. (Payable to 'ICSA Information & Training Ltd'.)

Receipts will be issued for payments. All fees must be paid for prior to the course.

Please return to ICSA Information & Training, 16 Park Crescent, London, W1B 1AH or fax your booking form to 020 7612 7034. Phone 020 7612 7020. E-mail training@icsa.co.uk

Booking Conditions

Refunds will only be made for cancellations received in writing 10 days prior to the event, subject to a £50.00 + VAT (£58.75) administrative fee. No refunds will be issued for cancellations received after this time and the delegate will be liable for the full seminar fee. The same conditions apply to transfers to alternative dates/courses. A substitute delegate is welcome at no extra charge.

The content and timing of the programmes and identity of the speakers, date and venue may be altered for reasons beyond the control of ICSA. In the unlikely event of the programme being cancelled, ICSA Information & Training Ltd will automatically make a full refund of the delegate fee. No compensation will be paid for any additional costs incurred.

Data Protection

From time to time, we may send you details about other products and services from the ICSA. If you do not wish to receive this information, please tick this box