thomas telford training

Training Booking Form

Please complete all sections **Web Form** FAX BACK: **020 7538 0539**

Course title

Course date | Venue | Company Order Number

Delegate Name (Mr / Mrs / Miss / Dr / Ms)

Delegate Membership no (ICE / CIAT / CIOB) | Telephone

Job title | Email address

Company | Fax

Address for invoice	Address for joining instructions
Postcode	Postcode
Any Special Dietary Requirements?	YES / NO
If yes, please provide details:	

Would you like to receive joining instructions by e-mail, if yes click here ☐

Method of payment

☐ Credit Card ☐ Please invoice my company ☐ Cheque enclosed (payable to Thomas Telford Ltd)

Credit Card Payment

☐ VISA
☐ MASTERCARD
☐ AMEX

Name of Cardholder _____

Credit Card number |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

Security Number |___|___|___|

Signature _____ Expiry date _____

Training Interest(s)
Please tick boxes that apply:

☐ Contract Management ☐ Environment ☐ Ground Engineering ☐ Health & Safety
☐ ICE Membership ☐ Management Skills ☐ Project Management
☐ Structures & Buildings ☐ Transport ☐ Water & Waste Water

Professional affiliation(s)
Please tick boxes that apply:

☐ ICE ☐ IstructE ☐ RIBA ☐ CIOB
☐ IOSH ☐ RICS ☐ CIAT ☐ Other

How did you find out about this course?

☐ TTT Website ☐ TTT E-shot ☐ Colleague Referral ☐ TTT Advert
☐ Other source, please specify _____

Join our Mailing List

Would you like to receive e-mail updates of our training courses?

If yes, please tick here ☐

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POST OR FAX THIS FORM TO:

Thomas Telford Training, Thomas Telford House, 1 Heron Quay, London E14 4JD
Freefone: 0800 1830133 Fax: 020 7538 0539 E-mail: training@thomastelford.com Internet: www.tttrain.co.uk

Terms & Conditions

Payment: The course fee must be paid in full no later than 14 working days prior to the course start date.
Provisional bookings: We will hold provisional bookings for one month or until 14 days prior to the course start date, whichever is sooner. You will need to confirm your booking in writing to guarantee your place on the course.
Discounts and grants: Please call for details.
Accommodation: A list of hotels in the vicinity of the course is available upon request. Accommodation is not included in the course fee.
Course descriptions: The contents of the Thomas Telford course descriptions are intended for general guidance and do not form part of any contract. Thomas Telford Training courses are constantly updated and improved. Thomas Telford Training reserves the right to make reasonable variations to any course and to change the price thereof.
Cancellation of courses: Thomas Telford Training reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date, a credit note or a full refund.
Cancellation and transfers: All booking cancellations must be notified in writing before the course start date. Cancelled bookings and transfers are subject to cancellation fees based upon the number of days notice Thomas Telford Training receives.

Notice	*Cancellation fee*	*Transfer fee*
28 days or more	None	None
15 to 28 days	50% of course fee	15% of course fee
14 days or less	100% of course fee	30% of course fee

If any transfer is subsequently cancelled, the original course fee is non-refundable.
Substitutes: Delegates may be substituted. There is no charge for a substitution unless the delegate is ineligible for any discount previously given in which case Thomas Telford Training will raise an invoice for the difference.

Thomas Telford Training is the leading provider of professional training to the construction industry.
Thomas Telford is the knowledge business of the Institution of Civil Engineers.