

IRIS Training Public Courses – Booking Form

Please enter the Delegate Name(s) and Course Code(s), complete the payment details below and fax back to 01753 212459.

Due to the popular nature of these courses, we restrict each course to a maximum of two delegates per practice. Each course costs £149+VAT (London venues) / £125+VAT (all other venues). Please add £30+VAT if not paying by credit card.

Title	First name	Surname	Course code

Practice name:	
Booking contact for queries: (if different from above)	
Postcode:	Telephone number:
Email address:*	

Booking Conditions

Acknowledgement of booking

If you have not received acknowledgement of your booking one week prior to the course date, please check with us on 01753 212450.

Payment

Bookings will not be confirmed until payment has been received.

Cancellations

Once booked, we do not offer refunds on no shows or cancellations. You may however send an alternative delegate.

Substitute Delegates

If you wish to substitute another member of staff, please make sure you inform us as soon as possible so we can update our fire safety lists.

Cancellations

We reserve the right to cancel a venue, or move to another venue, if an insufficient number of bookings have been received by the week prior to the course date.

General

IRIS Group Limited reserves the right to refuse to accept any booking.

By making a booking you are accepting the Booking Conditions.

Payment Details:

Credit Card Number	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/>	Switch Issue no:
Card Security Code:**	Expiry Date:
Cardholder Name:	
Cardholder Address: (if different from practice address)	

* If you supply an email address we will send confirmation of your booking by email

** The last 3 digits on the signature strip on the reverse of the card. Front 4 digits on American Express

Please fax this form to 01753 212459