



BOOKING FORM

Course Title	Auditing Skills			Code	AS
Venue				Date(s)	
DELEGATE DETAILS					
Title		Forename		Surname	
Position					
Company					
Address					
				Postcode	
Telephone				Fax	
Email				Mobile	
Nature of business	For Emergency Contact and text reminder ONLY				
PAYMENT DETAILS (Bookings are made and accepted subject to Verner Wheelock terms and conditions)					
Total Payment (Course Fee + VAT)	£680+ VAT			Order No.	
Please Invoice for the attention of:					
Shall we send an accommodation guide?	Yes	<input type="checkbox"/>		Do you require disabled access?	Yes <input type="checkbox"/>
Is there anything that you feel we might need to know which may affect your ability to complete the training course, or which means you might need extra support from us (e.g. limited sight or hearing, understanding of English, dyslexia?) Please state:					
Any special dietary requirements?					

Confirmation will be sent on receipt of this form and course information will follow approximately 2 weeks before the course.

The fee includes:

Course refreshments, lunches, course folders and notes, where applicable exam fees, and certificate.

Overnight accommodation is NOT included unless specified.

Conditions of Booking

Payment terms

Companies: All courses MUST be paid for 21 days prior the start of the course as per our T&Cs.

Individuals: All courses must be paid for at the time of booking

Once the booking form has been received by Verner Wheelock Associates Ltd, you are liable for payment.

If you are unable to attend you may substitute at any time but cancellations cannot normally be made.

See separate Terms & Conditions provided.

I HAVE READ AND AGREE TO THE CONDITIONS OF BOOKING Please tick

Authorised signature _____

Name (printed) _____

Position _____

Please note: It may be necessary, for reasons beyond our control, to alter the content, programme or course tutors.

Complete and save this form and email to: office@vwa.co.uk

INV. NO.		INV. SENT		W/B		P-C SENT		ACT	
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