

SCOLL methods Ltd

AGF House, 3-5 Rickmansworth Road, Watford, Herts, WD18 0GX



COURSE BOOKING FORM

Terms and Conditions			
<ul style="list-style-type: none">➤ A course booking will be deemed confirmed when payment arrangements have been exchanged➤ Fees quoted are per attendee and payable in advance➤ TRANSFER or CANCELLATION of a confirmed course booking 10 working days (or less) before the start of the course incurs 100% of fees➤ Practitioner Exam bookings can be deferred for up to one month after the course at no extra fee			
Course Details			
Course Name (include exams if appropriate)	Date(s) of Course	Fees (excl VAT)	
Authorisation Details			
Authorising Name:			
Authorising Signature: (Agreement to Terms & Conditions above)			
Telephone Number:			
Payment & Invoicing Details			
Address For Invoice:			
Payment (e.g. Cheque, Credit/Debit card)			
Delegate's Details			
Delegate Name:			
Company Name:			
Job Title:			
Address For Course Books: Only required for examination-based courses (PRINCE2™, MSP™, M_o_R®, Business Analysis, Change Management) Course books will be dispatched by courier to this address when your payment has been received (NB signature is required).			
Email Address:			
Telephone Number:			
Name to go on Certificate: (if applicable)			
Special Requirements: (e.g. Diet, Medical, etc.)			
Office Use Only			
Date Received:	Fee Received:	Jl Sent:	Manual Sent:

If you have any queries please ring 0800 458 9121

FAX BACK TO: 0845 223 5465 or EMAIL TO: info@scoll.co.uk