EEF WEST MIDLANDS TECHNOLOGY CENTRE TRAINING COURSE BOOKING FORM

PLEASE COMPLETE AND RETURN TO THE TRAINING COURSE ADMINISTRATOR

EEF West Midlands Technology Centre, Reddings Lane, Tyseley, Birmingham B11 3ET

Tel No: 0121 707 1414 / Fax No. 0121 706 7859 or Email: diane.bilton@eef-techcentre.org.uk

Company Name **Address**	**Telephone No** **Fax No** **Email address**
Authorised by (Name in capitals) **Signed** **Position** **Date** **Order Number**	**Training Course Title** **Date/s**
Delegates full name *Please write and spell name/s clearly as this is what will appear on certificates of attendance.* Delegate: Delegate: Delegate: Delegate: Delegate: Delegate: Special Needs Requirements: *(Please specify)* Special Dietary Requirements*: (Please specify)*	**Please indicate how you heard about this training course** ***(please tick)*** Attended previous training course/s at EEF ☐ Recommendation ☐ Mailshot ☐ EEF Website ☐ Information Bulletin from EEF West Midlands ☐ Email ☐ Other (please specify) ☐ **Please indicate if you are a member of EEF West Midlands** ☐ Yes ☐ No **If you are not a member, would you like to know more about the EEF and how we could help your company?** ☐ Yes ☐ No **Please indicate if you are a SME Company based in Birmingham or Solihull** ☐ Yes ☐ No

To find out more information on the training courses that EEF West Midlands Technology Centre can offer you – please look at our web site on www.eef-techcentre.org.uk

Terms and Conditions – Course Bookings

Cancellations and Transfers

Whilst substitutes for original nominees may be made at any time, late cancellations incur the following charges, based on time of receipt of written notification prior to the course date.

11 – 15 Working Days	25% Fee
6 – 10 Working Days	50% Fee
Less than 6 working days	Full Fee

There will be no refund of fees in the case of nominees who fail to attend