

BOOKING FORM

FAX to: 01743 248 600, book on-line or email
 CoursesUK-ESI@esinternational.com

Name: _____ Organisation: _____

Address: _____

Postcode: _____

Tel: _____ Fax: _____ Email: _____

Invoice address (if different from above): _____

Postcode: _____

Job Title: _____ Company Registered Number: _____ Geological Society Fellow: Y / N

Signature: _____ Please inform us of any special requirement of the delegate(s), i.e. mobility/dietary needs

Full Course Title	Start Date	Quantity	Cost (£)
Geological Society Fellows 10% discount			
Additional attendees (10% discount): Name: Name:			
<input type="checkbox"/> Hardcopy manual required			(£50.00)

Full payment must be received prior to the commencement of the course

PAYMENT OPTIONS: (For bank transfer please contact ESI)

Cheque or money order enclosed

(Payable to ESI Ltd)

Please invoice my company instead

(Settlement of invoices is required on receipt)

Purchase Order Number
 (Required for invoice)

Total of course places (£):

VAT @ 17.5% (£):

Total amount due (£):

PLEASE NOTE: We can accept payment by credit card over the phone or online from most major credit and debit cards.

TERMS AND CONDITIONS

All prices are exclusive of VAT. Prices include admission to the course, electronic course material, lunch and refreshments. Full payment must be received prior to the event and can be made by credit / debit card or by invoice.

A 10% discount is offered for any second or subsequent delegate from the same company attending the same course. Geological Society Fellows receive a 10% discount on any course.

Course notes and presentations will be provided in digital format. Hard copy manuals can be provided upon request at an extra cost of £50 + VAT each.

Delegates are responsible for their own travel arrangements and hotel bookings.

ESI reserve the right to alter the content of the course programme and / or prices.

ESI reserve the right to cancel any courses, giving a minimum of 7 days notice, offering a place on a substitute course or refunding fees in full.

ESI does not accept liability for costs incurred as a result of a course cancellation e.g. train tickets.

CANCELLATION POLICY:

Booking cancellations received with more than 30 days notice will incur a £100 administration charge. Payments cannot be refunded for any cancellation notifications received less than 30 days prior to the course date.

ESI INFORMATION SERVICES:

ESI respects the privacy of its customers and abides by UK data protection legislation. Therefore, if you DO want to receive information relating to relevant courses, services or software from ESI then please tick the box.

Subscribers to our information services can remove their names at any time. ESI does not sell or exchange its customer details with third party organisations. Existing ESI subscribers do not need to tick the box.

**Further Information: Please contact the Courses Department at ESI on: +44 (0)1743 276100
 or email: CoursesUK-ESI@esinternational.com**

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