

Please ensure that you have read and understood our current **Terms & Conditions** which can be viewed at <http://www.bbctraining.com/bookingTC.asp>. Accommodation prices (for Wood Norton only) are also in our Terms & Conditions. If you have difficulty accessing our website or would like to be sent a hard copy please telephone +44(0)370 010 0264 or email: training@bbc.co.uk. Please type or use BLOCK CAPITALS. **Boxes marked * are mandatory - please ensure they are completed. Please send this form to:** Fax: +44 (0)370 010 0265 or post to BBC Training Co-ordination, BBC Training & Development, Room A16, BBC Wood Norton, Evesham, Worcestershire. WR11 4YB.

Delegate Details

1. Name:			
Email address:			
Telephone:			
Course Name:			
Course Code:		Course Price:	£
Course Date:			

Accommodation Requirements

(Applicable to BBC Wood Norton courses only)

Duration of course: Yes / No	Price:	£
Night Prior: Yes / No	Price:	£
Accommodation Total Price:		£
Sub Total for Delegate 1:		£

2. Name:			
Email address:			
Telephone:			
Course Name:			
Course Code:		Course Price:	£
Course Date:			

Accommodation Requirements

(Applicable to BBC Wood Norton courses only)

Duration of course: Yes / No	Price:	£
Night Prior: Yes / No	Price:	£
Accommodation Total Price:		£
Sub Total for Delegate 2:		£

3. Name:			
Email address:			
Telephone:			
Course Name:			
Course Code:		Course Price:	£
Course Date:			

Accommodation Requirements

(Applicable to BBC Wood Norton courses only)

Duration of course: Yes / No	Price:	£
Night Prior: Yes / No	Price:	£
Accommodation Total Price:		£
Sub Total for Delegate 3:		£

Payment / Invoice Details

Method of payment (please select one): *

- Account customer:
- Cheque:
- Direct bank transfer:
- Credit Card – Visa:
- Mastercard:
- Eurocard:

Card Number:

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Expiry Date (mm/yy): /

Name & Address on Card:

Payment / Invoice Address:

*

Purchase Order No.:

Company Regⁿ. No.:

VAT Registration No.:

Authoriser's Details

(Freelancers should also complete this section)

Name:	*
Position:	*
Email address:	*
Telephone:	*
Signature:	

Grand Total:	£
For office use only:	TC Name:
Payment Status:	Date Received:
Customer No:	Portal No:

