



## PACS Training Booking Form

Please complete the form and send or fax to exeGesIS SDM at the address below

**Student Name:**

**Organisation / Address:**

**Tel:**

**Fax:**

**email:**

Course Name	Date	Location	Price

**Invoice information (where different from above):**

**Contact Name:**

**Organisation / Address:**

**Tel:**

**Fax:**

**email:**

**Purchase order number:**

**Order attached:**  (tick)

***I understand and agree to the terms and conditions of this application (required):***

**Signature** \_\_\_\_\_

- A completed and signed booking form is required from each student. Before you mail or fax this form, contact Carol Bateman on (01874) 713066 to check availability. Registrations are processed on a first-come, first-served basis. We recommend you submit this booking form at least one month prior to the course date. We will acknowledge receipt of your booking. Course schedules and bookings are normally confirmed approximately two weeks before the course date.
- A purchase order number is required for us to issue an invoice. Alternatively we can accept payment by cheque made payable to exeGesIS SDM Ltd.
- We reserve the right to postpone the course, for instance, if sufficient people have not enrolled 14 days before the course start date. In the event that a student has booked onto and paid for a course that does not proceed, we will either defer the booking until the course is next run, or refund the course fee in full.
- Travel arrangements are the responsibility of the student. exeGesIS SDM Ltd. assumes no responsibility for non-refundable losses resulting from course scheduling changes or cancellations.
- Course fees will be refunded if we receive notice of cancellation at least two weeks before the course date. Full course fees will be charged to students who cancel less than two weeks before the course date or who fail to appear for the course.
- exeGesIS SDM can give information on local accommodation if required. Students are responsible for making their own arrangements.