Training Order Form

LC Automation
control & safety

Company _____ Telephone No. _____

Name _____ E-mail _____

Address _____

_____ Postcode _____

Purchase order no. _____ Date _____

Credit card No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiry date _____

Signed _____ Card holder _____

DELEGATE NAME	COURSE TITLE	DATE

Lunch will be provided. Do you have any special dietary requirements?

Total order value	£
VAT @ 17.5%	£
Invoice total	£

Important; please read our terms and conditions and confirm your acceptence below:

■ **Booking;** All bookings (and the provision of training) are subject to LC Automation's full terms and conditions (available on request). All prices and costs exclude VAT and are quoted in pounds sterling. ■ **Payment;** Courses must be booked in advance either by full payment or a valid purchase order number, failure to do so may result in cancellation of training. ■ **LC Automation;** We reserve the right to alter or cancel dates or venues and the full fee will be returned in these cases. ■ **Cancellation Policy;** Courses can only be cancelled directly with a member of our Training Team. In the event of customer's cancellation of the training course the following charges will apply; 1 month notice or less - 50% charge, 14 days notice or less - 100% charge. Substitute delegates are welcome at any time with no extra charge. ■ **Confirmation;** On receipt of this booking form, the LC Automation Training Team will contact you to confirm your booking. If you have not been contacted within 2 working days, please call us on 01254 685900.

■ **Please Note;** Your place on any training course is not booked without full confirmation from a member of our Training Team.

I agree to these Terms & Conditions ☐

Fill in and fax this form to 01254 685900

Please call 01254 685901 or e-mail training@lca.co.uk for more information