

## TTS Europe Booking Form

### Company details:

Company name	<input type="text"/>
Company Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
	Fax <input type="text"/>
Confirmation name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

### Delegate Details:

Name	<input type="text"/>
Job title	<input type="text"/>
Course title	<input type="text"/>
Course date	<input type="text"/>
Special needs Dietary, literacy, Disabled	<input type="text"/>

## Booking

1. For current course cost and dates, please email us [info@ttseurope.com](mailto:info@ttseurope.com)
2. Before booking your course, please ensure that you have read the course content, to ensure that the course will meet your training needs.
3. Health and safety equipment will be provided, with the exception of footwear.
4. Please fax your completed booking form to Abbie Thorne (fax: 01722 417779)
5. Invoices will be sent to the confirmation name and must be paid in pounds sterling by cheque or BACS.
7. All course fees must be received in full prior to the start of the course.

### Fees

The fee for your course covers all written materials, Lunch and refreshments. A VAT invoice will be sent to you acknowledging your booking. This includes a full statement of our terms and conditions and a venue location map.

### Important notes

This booking form constitutes a legally binding contract. It may be necessary, for reason beyond the control of TTS Europe, to change the content and timing of the programme, the date or the venue. In the unlikely event of the course being cancelled, TTS Europe will make a full refund but disclaim any further liability.

Registered office:  
TTS Europe Ltd, Head Office, G3 The Steelworks, Foley Street, Dublin, D1

## Cancellations and Alterations

### Substitutions/ Cancellations

Upon receipt of your booking form, your place(s) will be confirmed. Any cancellation/ transfer must be received in writing. The appropriate charge will apply based on the cost of your booking.

### Date of cancellation prior to course date % at full course fee

Over 20 working days before event  
No Charge  
15 working days but less than 20  
25% of course fee  
Over 5 days but less than 15  
50% of course fee  
5 days or less  
100% of course fee

Full cancellation charges apply even when a further booking is made on a similar course in the future. The transfer of a course member to another course within 20 days of the original course running constitutes a cancellation from the original course and the cancellation charges will apply. Upon receipt of your booking form, your place(s) will be confirmed.

## Accommodation

Should you require accommodation whilst attending a TTS Europe course please contact us and we will give you a list of hotels that we regularly use.

## Send your form to

Please fax or send your completed booking form to:  
TTS Europe Ltd  
Castle Road  
Salisbury  
Wiltshire  
SP1 3RX  
Telephone: 01722 323324  
Fax: 017220417779  
Email: [info@ttseurope.com](mailto:info@ttseurope.com)