

EIQA TRAINING BOOKING FORM

COURSE INFORMATION	
Course Title	
Course Dates	
Course Location	EIQA, 68 Pembroke Road, Ballsbridge, Dublin 4

COMPANY INFORMATION	
Company Name	
Company Address	
Phone Number	
Email Address	

PARTICIPANT INFORMATION	Participant 1	Participant 2	Participant 3
Participant Name			
Participant Title			
Phone Number			
Email Address			
Mobile Number			

(For more than 3 participants, please complete an extra booking form)

PAYMENT INFORMATION	
Cheque etc. Enclosed	
Credit Card Payments	Please see the Payments section of our website to pay through PayPal www.qmark.ie/payments
Email Address	
Purchase Order Number	
EFT (Electronic Fund Transfer)	

TERMS AND CONDITIONS

Course Bookings

For all delegates, an invoice will be sent out at the time of booking and payment should be made 10 working days prior to the start of the course.

Attendance on a course cannot be guaranteed until full payment has been received.

Late bookings are accepted providing the company pays at the time of placing a booking.

Course Cancellation

No refund will be made to delegates who fail to attend classes or who do not complete the course.

Cancellation notice must be given 10 working days before the course commences to incur no penalty.

Cancellation notice less than 10 working days - full fees will be charged and no refund will be made.

Course Transfers/Substitutions

Companies and individuals may substitute participants at any time prior to the start of the course without additional payment.

Companies and individuals can transfer their booking(s) to another date without any additional payments. Course transfer requires that notification by phone or e-mail is received at least 10 working days prior to the course commencement date.

Disclaimer:

EIQA reserves the right to cancel or re-schedule any course at any time. In the unlikely event of cancellation, fees will be refunded or alternative dates will be offered.

I have read and accept the terms and conditions of booking a course with EIQA Ltd.

SIGNED BY: _____

DATE: _____

Please complete and return your booking form to secure your place:

Training, EIQA, 68 Pembroke Road, Ballsbridge, Dublin 4
Phone: 01 660 4100 Fax: 01 660 4280 Email: toreilly@eiqa.com