

## EIQA QMS TRAINING BOOKING FORM 2021

<b>COURSE INFORMATION</b>	
Course Title	EIQA QMS 2 Day Internal Auditor Training
Course Dates	
Course Location	Virtual Training Platform (Zoom)

<b>COMPANY INFORMATION</b>	
Company Name	
Company Address	
Phone Number	
Email Address	

<b>PARTICIPANT INFORMATION</b>	<b>Participant 1</b>	<b>Participant 2</b>	<b>Participant 3</b>
Participant Name			
Participant Title			
Phone Number			
Email Address			
Mobile Number			

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

<b>PAYMENT INFORMATION</b>		<b>Cost: Member: €425.00 Non-Member €565.00</b>
	Select Payment Option	
Credit Card Payments		Please see the Payments section of our website to pay through PayPal <a href="https://eiqa.ie/payments/#courses">https://eiqa.ie/payments/#courses</a>
Purchase Order Number		Include PO if required to be included on invoice
EFT (Electronic Fund Transfer)		Bank Details: Allied Irish Bank Sort Code: 93 73 47 Account: 12431016 IBAN: IE51 AIBK 9373 4712 4310 16 SWIFT: AIBKIE2D

## **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 12, Pembroke Road, Ballsbridge Dublin D04 KO64](#) Ireland

Phone: 01 660 4100

Email: [operations@eiqa.com](mailto:operations@eiqa.com)