

BOOKING FORM

Please note all fields must be completed

Please quote reference P2013/01 when booking.

This form may be used for the training events detailed in this brochure.

Booking forms submitted without payment will not be accepted.

If you wish to book for more than one delegate please photocopy this form.

VAT registration number GB 233 3332 02

INVOICE DETAILS

Is this a home or business address? Home Business

For the attention of Mr / Mrs / Miss / Other (please specify)

First Name

Surname

Organisation (if applicable)

Address

Postcode

Tel

Fax

E-mail

VAT reg. no.

DELEGATE DETAILS

If you are an ACCA/AAPA member, please give your registration number _____

Are you an ACCA? FCCA? (Please note these letters will appear on joining instructions and the signing-in sheet)

Mr/Mrs/Miss/other (please specify)

Additional designatory letters

First name

Surname

Job title

Delegate correspondence address

Postcode

CONTINUED

Is this a home or business address? Home Business

Delegate email address _____

Telephone _____

Mobile _____

Preferred method of communication Email Post

SPECIAL REQUIREMENTS

Dietary: Vegetarian Other (please specify) _____

Other: (eg Wheelchair access required, please specify) _____

EVENT	LOCATION	DATE	FEE*

*enter discounted rate if applicable

PAYMENT METHOD (tick as appropriate)

Please note:

- payment must accompany booking
- ACCA courses run by CAET are VAT exempt
- cheques should be made payable to CAET
- card transactions are processed by Worldpay on behalf of CAET.

I enclose a cheque (made payable to CAET) for £ _____

Please charge to my

Mastercard Visa Amex
 Visa Debit Maestro

Account no. _____

Expiry date _____ Debit card issue no. _____ Start date _____

Cardholder's name (as it appears on card) _____

Cardholder's address _____

Cardholder's email _____

ACCA and our approved training providers deliver CPD courses for both members and non-members. ACCA will maintain records including contact details and attendance records and these details will be disclosed to our approved training providers.

Places are reserved on events from the receipt of the booking request and payment. To avoid duplication, please register your booking only once. Confirmation of bookings will normally be made within 14 days and will include an invoice.

I confirm that I have read and accept the terms and conditions on page 46 of this directory.

Signature _____

Date _____

Please return this form to: **CAET, Professional Courses, PO Box 64185 London WC1A 9EB** or fax to **Course Bookings on 020 7059 5959**