

Delegate Details (Please see page 2 for registration guidance notes)	
Organisation name and address	Delegate Name
	Job Title
	Telephone
	Fax
Email	

Invoice Information (if different from above)	
Contact Person	
Address	Telephone
	Fax
Email	

Course Information (courses are charged at £220 per delegate per day)		
Course Name	Date	Price (ex.VAT)
Total		

**NB:** If you wish to attend an Advanced course you must have already attended an Intoducory course or have had at least 3 months experience using Datix.

Payment Information (Note: please include VAT in your final payment - do not send cash)
Purchase Order Number:

Authorised Signature: ..... Name: .....

Date: ..... Job Title: .....

Please fax your completed request form back to 020 8971 1954  
or email to [courses@datix.co.uk](mailto:courses@datix.co.uk)

## Registration Guidance Notes

### Booking Form

- A completed Request Form is required for each booking
- Bookings are processed on a first come first served basis
- If a purchase order number is not available when the form is submitted it must be sent to Datix at least 3 weeks prior to the course start date
- Provided that a Request Form and purchase order have been received at least 3 weeks prior to the scheduled course start date and a place is available on the specified course, you will receive joining instructions approximately 10 business days before the scheduled course start date

### Remittance Details

- Value Added Tax should be added to all published course fees. Datix will issue an invoice once your booking has been accepted

### Cancellation

- If you wish to cancel a confirmed course you must give us at least 2 week's notice. If you cancel with less than 2 week's notice you will be liable for the full cost of the course. Notice of cancellation must be given in writing.
- Datix reserves the right to cancel or amend the programme / courses giving at least 1 week's notice to attendees where possible

### Joining Instructions and Accommodation

- Attendees will be provided with joining instructions (including a course location map and details of local hotels) Attendees are responsible for their own travel and accommodation arrangements

### Course Materials

- Course materials are issued at the training site

### Course Times and other Information

- Courses begin at 10:00 and finish at approximately 16:00. Please join us for coffee from 09:45
- Refreshments and light lunch are included
- Prices are subject to change

