

CPD BOOKING FORM FAX BACK ON: 01604 784220
PLEASE USE THIS FORM TO BOOK ONTO ANY ABE TRAINING COURSE



Name: _____ Organisation: _____

Company Address: _____

Postcode: _____

Tel: _____ Mobile: _____

Fax: _____ E-mail: _____

Course: _____

Location: _____ Date: _____ Fee: _____ + VAT

ABE Membership Number: _____ Training Affiliate Number: _____ FIA Member: Yes/No

Residential: Yes/No If yes please provide dates required: _____

Special Requirements: _____

PAYMENT (*PLEASE DELETE AS APPROPRIATE)

Invoice Address (If different from above): _____

Postcode: _____

Cheque (please make cheques payable to ABE) Cheque Number: _____

Debit/Credit Card* Visa/Maestro/Mastercard* Card Number: _____

Start Date: _____ Expiry Date: _____ Security Code: _____ Issue Number (Maestro Only): _____

Purchase Order Number: _____

I have read and agree to abide by the booking conditions (on reverse)

Signed: _____ Date: _____

Association of Building Engineers, Registered Office: Lutyens House, Billing Brook Road, Northampton NN3 8NW.
The Association of Building Engineers is a company limited by guarantee, registered in London, No. 384 609

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How to Book

To register onto a course please return this booking form or a photocopy together with your remittance or Purchase Order Number to, The Events Team, Association of Building Engineers, Lutyens House, Billing Brook Road, Weston Favell, Northampton, NN3 8NW.

Alternatively, fax your form to 01604 784220.

Joining Instructions

You will receive joining instructions confirming timings and venues once your booking has been processed. If you have not received this one week prior to the event please contact us.

Accommodation

Accommodation is available for courses in Northampton at a supplementary cost. For courses which take place elsewhere, it may be possible for accommodation to be organised. Please contact a member of the Events Team on 01604 404121 for further details.

Fees

Please refer to each course for the relevant fees and discounts. Appropriate details must be completed on the booking form to ensure discounts are given where applicable.

Terms & Conditions

The organisers reserve the right at any time and without prior warning to change the venue of the Seminar and/or Speakers/ Chairman from those described in the programme. The organisers also reserve the right in their absolute discretion without further liability to cancel the seminar, in which case all monies will be refunded. The organisers accept no responsibility for the view expressed by the Speakers, Chairman or any other person at the Seminar.

The Association has to make provision for the running of the courses including seminars, conferences, NVQ, SVQ and VRQ and degree qualifications whether delegates complete them or not. For seminars and conferences, delegates should note that all course fees that are less than or equal to £150 + VAT, are subject to payment of the full fee at the time of booking.

Seminar Cancellations

Cancellations received in writing by Kate Borrill, Deputy Chief Executive, prior to 14 days before the event will be subject to a fee of 50%. No refunds will be made for cancellations after this date or for non-attendance. Substitutions received in writing can be made at any time.

Please note the cancellation policy does not apply to NVQ/SVQ/VRQ or degree qualifications, all requests should be sent to the Chief Executive and will be reviewed on an individual basis.

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