

**Booking Form**

Please send a completed copy of this booking form to Computeraid's address together with a cheque, purchase order number or credit card details for the appropriate amount. Prices exclude VAT and are per person per day. Full terms and conditions will be sent with your confirmation letter. Please follow steps 1-4 to complete the booking form.

**1. Company Details**

Name of Company:	
Address:	
Postcode:	
Tel:	Fax:
Email:	
Company Contact	Position
Signature	Date:

**2. Course Details**

Course Name	Version	Level	Date	Venue	Attendee Name	Cost
Cost (a)						
Plus VAT @ 20% (b)						
Total (a + b)						

**3. Payment Options**

- I enclose a cheque payable to Computeraid Ltd
- Please invoice me using purchase order number \_\_\_\_\_
- I authorise you to debit my Visa / Mastercard / Maestro (delete as appropriate)

Card Holder: \_\_\_\_\_ Valid From: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Number: 

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Issue No (if Maestro) 

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 Security Code: 

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**4. Please return to:**

Course Administrator, Head Office, Computeraid Ltd, 4<sup>th</sup> Floor, Sun Alliance House, 166-167 St Helen's Road, Swansea, SA1 4DQ, fax to 01792 610560 or email [training@computeraidwales.com](mailto:training@computeraidwales.com).

**Full joining instructions will be sent in writing on receipt of this booking form.**