

Course Booking Form



Course Title	Carbon Capture & Storage: A Field-Based Masterclass
Course Code	CCSFIELD-0912
Dates	3 day residential: Tuesday 4th – Thursday 6th September (includes 4 nights accommodation: 3rd, 4th, 5th and 6th September)
Venue	Springfield Country Hotel, Stoborough, Wareham, Dorset, UK
Cost	£2500 + VAT for bookings made up to 3 June 2012 £3000 + VAT for bookings made after 3 June 2012

Please complete this form and return to:

**CCS TLM Academy, CCS TLM Ltd, 1st Floor, Chertsey House, 61 Chertsey Road, Woking GU21 5BN, UK,
email: academy@ccstlm.com. For further information, call: +44 (0) 203 463 8529**

When we receive your booking and payment, you will receive a course confirmation and joining instructions.

BOOKING DETAILS

Company Name		Company Number	
Address			
Contact name for this booking		Job Title	
Telephone			
Email			

DELEGATE DETAILS

	DELEGATE 1	DELEGATE 2
Delegate Name		
Delegate Job Title		
Delegate Email		
Special access requirements		
Special dietary requirements		

Where did you hear about this course?

Email newsletter CCS TLM Website NCCCS Website

Other (please specify): _____

Tick here if you would like to subscribe to CCS TLM's email newsletter

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PAYMENT DETAILS (please tick as appropriate)

£2500 plus VAT up to 3rd June 2012

£3000 plus VAT after 3rd June 2012

VAT will be calculated at the prevailing rate at the time of your booking.

Please invoice us for £ _____

Your Purchase Order Number
(required): _____

Your VAT Number
(if applicable): _____

I enclose a cheque for £ _____ made payable to CCS TLM Limited to be received 7 days from booking

Payment of £ _____ made by BACS to be received within 7 days from booking:

Account Name: CCS TLM Limited
 Account Number: 03971406
 Sort Code: 40 05 30
 Bank: HSBC
 Branch: City of London
 IBAN: GB86MIDL40053003971406
 BIC: MIDLGB22

Please ensure remittance advice lists event code CCSFIELD-0912.

A VAT receipt can be provided on request. CCS TLM VAT Number: GB 992 5309 89

Signed: _____ Date: _____

Name: _____ Position: _____

Please note by signing this booking form you are agreeing to the terms and conditions detailed below.

TERMS AND CONDITIONS

Bookings will not be processed without full payment. Full payment must be received within 7 days of the date this booking is signed. Where full payment has not been received 14 days before the course start date, your booking will be cancelled. If you are unable to attend a course, another person from your organisation can attend at no extra charge. A refund will be made for cancellations received in writing 30 days prior to the course start date, less a 10% administration fee. There is no refund for cancellations made within 30 days prior to the course start date. Transfers to another date will not be accepted within 14 days prior to course commencement. Full course fee is payable for non-attendance. Course attendance subject to availability. It may be necessary for reasons beyond the control of CCS TLM Academy to change the content, timing, trainers or the venue for any of its courses or cancel any of its courses. Please be advised that the CCS TLM Limited cannot be held responsible for any travel or other costs incurred should a course be postponed or cancelled.