

Course Title	Booking Date:	Event Date
Contact:		Event Code:

Delegate/s Details

Name	Job Title	Email	Tel No	Price

Company name :	Address:		
	City:	Country:	Post Code / Zip Code:

Please supply the name of another contact should we need to get in touch with reference to your booking

	Telephone No:	Email:	Name	Job-title
Booking contact				
Approving manager				
Training manager				
Reason not Given	Unknown <input type="checkbox"/>	Not Applicable <input type="checkbox"/>	Don't Want to give info <input type="checkbox"/>	

Payment Details

Regtone, Account #: 3253110075003, Byblos Bank, Ghoubeyri Branch, Beirut, Lebanon (SWIFT Code: BYBLABBAX), IBAN: LB30 0039 0000 0003 2531 1007 5003

Payment in USD \$, must be received fully in order to secure your place.

<input type="checkbox"/> C/Card	<input type="checkbox"/> Invoice	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Cheque
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CC Name:

CC Number:

Exp Date:	CVV Number (3 digits on Back Of card)
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Card holders name:

Card holder billing Address:

Conditions of Booking – please read to ensure you are aware of these before returning

Thank you for your confirmed booking. Please be aware that all confirmed bookings are subject to a cancellation charge.
Should you wish to cancel, it must be done **in writing 10 working days before** the event and will be subject to an admin fee of \$125.00 Any cancellations thereafter will be liable for the **full training fee**.
By completing & returning this form I hereby confirm that I agree to abide by the conditions above.
Please note, courses may be subject to late change or cancellation due to operational reasons. Although every effort will be made to offer alternative dates, Regtone cannot be held responsible for travel and accommodation costs in these circumstances.

Data Protection

I give permission for my contact details to be added onto the database and to be shared with companies in the Regtone process.
Sometimes your details may be made available to external companies for marketing purposes – if you do not wish this to happen please say so below.
Please delete as appropriate: No / Yes to Regtone | No / Yes to 3rd Party