

DesignBuilder Certification Booking Form



Refreshments and a light lunch are provided on each course. All bookings will be acknowledged and joining instructions will be sent prior to the event. This will be done by email where an email address is supplied.

For latest information on dates please refer to www.dbcert.co.uk/courses

Course fees:

Training £1200 + VAT = £1410.00

Examination £300 + VAT = £352.50

DesignBuilder SBEM Training Date: _____ Venue: _____ Places: _____ Fees: _____

Certificate of Competence Exam Date: _____ Venue: _____ Places: _____ Fees: _____

First Candidate

First name _____ Surname _____

Position _____ Organisation _____

Address _____

Postcode _____

Tel _____ Fax _____

Email _____

For multiple bookings for this course please provide name, email, phone and mobile contact numbers for each additional delegate on the next page.

Payment Methods

I enclose a cheque for the amount of £_____ made payable to "DesignBuilder Certification Ltd"
(A VAT invoice will be sent to you by return)

Please send me an invoice for the amount of £_____ + VAT.
I will pay by BACS or bank transfer - please see our payment methods page at www.dbcert.co.uk/payments

Please debit card number below for the amount of £_____ Security code

Card number

Start date / Expiry date / Issue number (Switch only)

Name on card _____

I have read and accept DesignBuilder Certification Ltd terms and conditions. see www.dbcert.co.uk/terms
You must accept the terms and conditions in order for us to process this as a valid booking.

Cancellations received in writing by four weeks before the date of the course will be subject to a 15% admin fee. After this time no refunds will be made, however places are transferable and colleagues are welcomed in replacement. All course times shown are approximate and may be subject to change. We reserve the right to make reasonable changes to the programme and to cancel courses without further liability, at which time fees will be refunded in full.

Post or fax this form to the address below, or book on-line at www.dbcert.co.uk

Additional Candidates

Please complete this sheet if required.

Name	Work phone	Mobile*	Organisation ⁺
Email address			

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Email address			

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Email address			

* mobile numbers are very useful on the day of a course if we need to contact a delegate urgently to check on late arrival etc.

⁺ please list organisation if different from that given on the first page.

print multiple copies of this page if needed