

# APIP Course Booking Form

**Name of Booker: Please complete in BLOCK CAPITALS**

Title: (Mr, Mrs, Miss, Ms) \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Company Name:

Membership No. (If applicable)

Address:

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**First Delegate:**

Title (Mr, Mrs, Miss) \_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Member of

NAEA ARLA NAVA ICBA APIP

Course Title	Date	Venue	Course Code	Price
Exam				

**Second Delegate:**

Title (Mr, Mrs, Miss) \_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Member of

NAEA ARLA NAVA ICBA APIP

Course Title	Date	Venue	Course Code	Price
Exam				

**Payment Details:**

Payment by Debit or Credit Cards only: please note we no longer accept Cheques

Type of card: Visa  Delta  Eurocard  Mastercard  Switch  Amex

Card Number:

Valid Date

Expiry Date

Sec. Code

Switch No

Card Holders Signature:

<b>Sub Total</b>	
<b>VAT</b>	
<b>Total</b>	

*Once payment has been received  
this section will be destroyed*

**Course Correspondence:**

All correspondence regarding bookings will be sent to the named booker in the booking form- nothing will be sent to the individual delegates. It is the responsibility of the named booker to pass all information on to the delegates.

**Delegate Name:**

Please ensure that delegate names are spelt correctly and written clearly on the booking form and any post-nominal are given, as under no circumstances will CPD certificates be re-issued.

**Payment/Reservations:**

Places will be allocated on a first come first serve basis on receipt of full and correct payment. Places cannot be reserved under any circumstances. Payment can only be accepted by credit or debit cards.

**Cancellation Policy:**

APIP reserve the right without prior notice to change the venue of any course and/or course content or speakers from that described in the literature. APIP reserve the right to their absolute discretion to cancel or re-assign the dates of an advertised course if there are insufficient bookings to make the course viable. In such circumstances, we will notify you 10 days prior to the course to offer an alternative or, if you prefer, refund your fee in full. If a course is cancelled or curtailed due to unforeseen or circumstances beyond our control, APIP will not accept liability for any costs. Cancellations made by delegates within 20 working days will incur a 50% charge and cancellations made within 10 working days will incur the full course charge.

**Transfer Policy:**

Transfers to alternative dates or venues requested by delegates cannot be guaranteed but will be accommodated where possible. These will be subject to a £25.00 administration charge payable in advance. Please note transfers will not be allowed within 20 working days of the course taking place. Substitution of delegates may be made at any time; however we do need notice of this in writing at least 5 working days in advance of the course so that course information can be amended.

Please return to : The Association of Professional Inventory Providers, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick, CV34 6LG or fax it to: 01926417788. If you have any queries please contact the Coordinator on 01926417363 or email: info@apip.org.uk