

Booking form for Amberhawk courses in DP or FOI

This form is provided as an alternative to our on-line booking service, and should be helpful where a delegate wants to spread attendance at courses over six months or attend courses at different locations. Confirmation of your booking should be received within 10 working days. **If not, then something has gone wrong, so contact us** (details page 3).

Please complete this form, and return it in any of the following three ways:

1. **POST:** Amberhawk Training Ltd, c/o Whitesides, 6&7 Feast Field, Horsforth, Leeds, West Yorkshire, LS18 4TJ
2. **E-MAIL** (as scanned attachment) to accounts@amberhawk.com
3. **FAX** to + 44 (0)113 258 9772

To complete your booking, **you will need the correct course codes and dates from the relevant brochures** on the Amberhawk web-site (www.amberhawk.com). (e.g. the brochure "2010" or "2011", plus "DP" or "FOI"). Course location options are **LON** (London), **LEEDS, MAN** (Manchester) or **ED** (Edinburgh) (indicate which applies).

DELEGATE 1 NAME				Job title			
Organisation Address							
Address (cont...)							
Town/City				Postcode			
Phone number				E-mail			
Course code							
Course dates							
Location							

Use the last page of this booking form to book additional delegates.

Contact in case of any query or billing contact (if not DELEGATE 1)

If the contact is not the named delegate, please provide the contact's details as specified below:

CONTACT NAME				Job title			
Organisation Address							
Address (cont...)							
Town/City				Postcode			
Phone number				E-mail			

Signature of person responsible for organising payment

I agree to the terms and conditions contained or referred to in this booking form.

SignedDate.....

Use of your information for marketing

Amberhawk Training Limited may contact you by post, e-mail, or phone to tell you about our training and related services, and to send you details of future events involving Amberhawk (no more four emails per year most likely). By providing us with those contact details you consent to being contacted by these marketing methods but please indicate your alternative preferences by ticking/asterixing the relevant boxes: You can also opt out of marketing at any time using the link on our web-site, www.amberhawk.com or by contacting unsubscribe@amberhawk.com.

No email: No phone: No post: . No marketing at all: .

Payment Methods: (Cheque, BACS, Purchase Order, Credit Card)

Please indicate your payment method by selecting and completing one of the boxes listed below. Booking forms which do not indicate a payment method will be returned. The amount to be paid should take account of the available discounts and VAT - see next page "*Discounts for multiple course bookings*".

Please indicate your payment method by completing the form set out on the next page. Booking forms not indicating a payment method will be returned; **payments must include VAT.**

CHEQUE: I enclose a cheque for £.....

Make cheques payable to Amberhawk Training Limited and send to Amberhawk Training Limited, Accounts Department, c/o Whitesides; 6&7 Feast Field, Horsforth, Leeds, West Yorkshire LS18 4TJ

Last 4 digits of cheque if available.....

PURCHASE ORDER

By reference to the attached Purchase Order

Order Number.....

BACS TRANSFER

[] I wish to pay by bank transfer BACS Reference number

Amberhawk details for BACS transfers:

BANK - NatWest, SORT CODE - 60-60-05, ACCOUNT NUMBER – 45811261

CREDIT CARD

Please tick one left

(If you prefer to give these details by phone, send your phone number to: accounts@amberhawk.com and we will contact you)



Full name on card:

16 digit card number:

Expiry date

(mm/yy) 4 digit format

Security code:

(last 3 digits on the signature strip of the card)

Full postal address including postcode of cardholder

(NB: if paying by corporate credit card, this will be the company's address)

Discounts for multiple course bookings

Please check the up to date discount arrangements in the course dates and costs brochure (“2010” or “2011”) as there are other discounts available (e.g. the *Shelagh Gaskill Bursary* or for members of *NADPO* and *Data Protection Forum* (details on www.amberhawk.com)

As a rule of thumb, each day course costs £400+VAT. Discounts are, however, available if a booking reserves more than one full day course on the same booking form. Booking two full days of training attracts a 5% discount (total price is £760+VAT); three days 10% (£1080+VAT), four days 15% (£1360+VAT) and more than four days, a 20% discount (the maximum discount). The main course brochure contains more details of our course fees.

These discounts are already applied to the displayed cost of combination courses (e.g. **Q1, Q2, V1, V2**). For example, combination course **Q1** is a booking which extends to 7 all day courses **D1, D2, D3, D4, D5, D6** and **D7** and therefore attracts a 20% discount on £2,800 (reducing it to £2,240). The elements of the fees for **QE** (and **VE**) are the mock exam (Code **M**: £310), the exam prep tutorial (Code **T**: £180) and the ISEB exam (Code **E**: £160). The total is £650. There is no discount on this element of the course.

Terms, booking arrangements & conditions

Payment and Invoices

Payment must be made in advance of attending a course and before a place can be confirmed. This can be a cheque made payable to Amberhawk Training Limited which can accompany the booking form, or by BACS or by Credit Card, or by reference to an Order Number. We will acknowledge payment by sending a confirmatory invoice. Alternatively, please provide a purchase order with your booking. Course places cannot be reserved unless one of our payment options is chosen.

Bookings

All bookings will be confirmed formally within two weeks of your order. If you have not received confirmation within two weeks please contact info@amberhawk.com.

Cancellations

Cancellations must be confirmed in writing, preferably via fax or e-mail, to the supplied addresses. Cancellations may be subject to the following cancellation charges: more than 28 days notice-no charge; between 14 and 28 days notice-50% of the course fee; less than 14 days notice-100% of the course fee.

Amberhawk contact details

Registered name: *Amberhawk Training Limited*

Registered office: 6&7 Feast Field
Horsforth,
Leeds
West Yorkshire, LS18 4TJ
Company Registration Number: **06566273**, VAT No: **935 4776 87**

Main telephone: **0845 680 2623**
Main email: info@amberhawk.com

Accounts Department phone number: **0845 680 0167**
Accounts email: accounts@amberhawk.com

Additional page for further delegate bookings

NOTE: It is very important that we have complete contact details for those delegates who are seeking the ISEB qualification.

To complete your booking, **you will need the correct course codes and dates from the relevant brochures** on the Amberhawk web-site (www.amberhawk.com). (e.g. the brochure “2010” or “2011”, plus “DP” or “FOI”). Course location options are **LON (London), LEEDS, MAN (Manchester) or ED (Edinburgh)** (indicate which applies).

DELEGATE 2 NAME				Job title			
Organisation Address							
Address (cont...)							
Town/City					Postcode		
Phone number				E-mail			
Course code							
Course dates							
Location							

DELEGATE 3 NAME				Job title			
Organisation Address							
Address (cont...)							
Town/City					Postcode		
Phone number				E-mail			
Course code							
Course dates							
Location							

DELEGATE 4 NAME				Job title			
Organisation Address							
Address (cont...)							
Town/City					Postcode		
Phone number				E-mail			
Course code							
Course dates							
Location							