

2018 LASER SAFETY AWARENESS & LASER SAFETY OFFICER TRAINING REGISTRATION FORM

1 Enter Delegate Information [Please complete one form per delegate]			
Title		Company	
First Name		Address	
Last Name			
Job Title			
Telephone		City	
Fax		Post Code	
Email		County	
		Country	

2 Select Course Date & Location			✓
6 th & 7 th March 2018	Pro-Lite, Cranfield near Milton Keynes		
8-9 th October 2018	Pro-Lite, Cranfield near Milton Keynes		

3 Confirm Rate *			✓
Day 1	Awareness Training	£300.00	
Day 2	Safety Officer Training**	£400.00	

** The course fee includes a printed copy of the lecture notes, a copy of the LaserVision laser safety guide, a certificate of attendance as well lunch and morning/afternoon refreshment.*

*** To attend the laser safety officer training you must have attended our laser safety awareness training previously or book to attend both days training*

4 Enter Purchase Order Information	
Purchase Order No.	
Sub-Total	£
VAT @ 20%	£
TOTAL	£

5 Enter Payment Information [Payment is required prior to joining the tutorial]			
✓		Payment by Credit Card [If you prefer call us on +44 (0) 1234 436110 with your card details]	
Credit Card Number		CVC Code *	
Credit Card Type			
Cardholder Name			
Cardholder Address			
Valid From		Expiry Date	
✓		Payment by Cheque or Bank Transfer [We will send you a pro-forma invoice]	
Paying by cheque? Please make cheques payable to Pro-Lite Technology Ltd		Paying by bank transfer? We will give you our bank details on the pro-forma invoice	

* The CVC is the credit card verification code. For most cards this is the last 3 digits in the signature strip on the reverse of the card. For Amex cards, this is the 4 digit number on the front face of the card.

6 Please Sign Here	
Print Name	
Signature	
Date	

7 What To Do Next? [We will confirm your registration – and send you a pro-forma invoice if required – by return]	
Return your registration form	by fax to +44 (0) 1234 436111
Return your scanned registration form	by email to info@pro-lite.co.uk
Any questions?	Call us on +44 (0) 01234 436110
Need travel advice or directions?	Go to www.pro-lite.co.uk . An agenda and joining instructions will be sent to you with confirmation of your registration

TERMS & CONDITIONS

1. Submission of your registration form does not guarantee your place on a course. Places are limited. Your registration will be confirmed as soon as possible. Please do not make travel arrangements until your place has been confirmed.
2. Payment must be made in full before joining a course. Any delegate who has not paid will be refused entry.
3. Cancellations:
 - a. Events outside of our control may mean that we have to cancel a course at short notice. All efforts will be made to contact you beforehand, however Pro-Lite assumes no liability for any direct or indirect losses incurred in the event that we have to cancel a course.
 - b. If Pro-Lite has to cancel the course, you will be given a full refund, or (if you prefer) a credit for a place on the next available tutorial.
 - c. If you are unable to attend a course for which you have registered and paid, a refund will be given on condition that written notice is received at least 7 working days before the date of the course (a 10% administration fee will be deducted from the refund). No refund is provided after this date.
4. VAT will be charged at the prevailing rate, currently 20%.
5. Please inform us if you have any special dietary requirements or any special needs (for example if you need wheelchair access).
6. Data protection – by submitting your details you agree to allow Pro-Lite and associated companies to contact you by phone, email and letter.

For Office Use Only			
Pro-Lite Reference No.		Registration Confirmed (✓)	
Pro-Forma Invoice Issued (✓)		Pro-Forma Invoice Date	
Pro-Forma Invoice Number		Payment Received (✓)	
Joining Instructions Sent (✓)			