

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		
10 th & 11 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

- 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.
- Payment must be made in full before joining a course. Any delegate who has not paid will be refused entry.
- Cancellations:
 - 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.
 - 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.
 - 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.
- VAT will be charged at the prevailing rate, currently 20%.
- Please inform us if you have any special dietary requirements or any special needs (for example if you need wheelchair access).
- 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 (✓)			