BOOKING FORM

Course details

Course title

Course date

Participant details (Multiple bookings: 20% discount when booking multiple delegates)

Participant 1 Title	First name	Surname
Job title	Organization	
Address		
		Postcode
Tel	Fax	
E-mail		
Dietary requirements and special needs		

Participant 2 Title	First name	Surname
Job title	Organization	
Address		
		Postcode
Tel	Fax	
E-mail		
Dietary requirements and special needs		

Booker details

Same as above ☐

Title	First name	Surname
Job title	Organization	
Address		
		Postcode
Tel	Fax	
E-mail		

ASLIB membership (Membership must be valid at the time of booking and at the time of attendance on the course)

Membership number

Payment

☐ **I wish to pay by credit card** ☐ Visa ☐ MasterCard

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry date ☐☐/☐☐

Security number ☐☐☐ (3 digits on back of your card)

☐ **I enclose a cheque** made payable to Aslib Information Limited for £_____

☐ **Please invoice me**

☐ **I shall pay by BACS:**

Bank name:	Barclay's Bank PLC
Bank address:	10 Market Street, Bradford BD1 1NR
Account name:	Aslib Information Limited
Account number:	GBP: 53032434 SORT CODE: 20-11-81
IBAN:	GB94BARC20118153032434
SWIFT/BIC:	BARCGB22

E-mail updates

☐ **Please register me to receive ASLIB Training updates by e-mail**

☐ I have read and agree to abide by all terms and booking conditions on this booking form

Booker signature Date

ASLIB Training

Howard House
Wagon Lane
Bingley BD16 1WA, UK

Fax this form to:

+44 (0) 1274 785244

E-mail:

training@aslib.com

Telephone:

+44 (0) 1274 785090

Terms and conditions

Confirmation of booking

A confirmation e-mail will be sent within ten working days of ASLIB receiving this completed booking form. Participants should bring the confirmation e-mail with them on the day of their workshop. If you do not receive confirmation, please telephone us on +44 (0) 1274 785090.

Payment

Your place cannot be guaranteed without full payment of the course fees being made prior to attending the course. Payment can be made by credit/debit card, cheque or BACS. All invoices must be paid within 28 days.

Booking fee

Fees for all events include refreshments and all course documentation unless otherwise stated. VAT at the applicable rate is due on training services provided.

ASLIB membership

In order to qualify for ASLIB member discount rates, your membership must be valid at the time of booking and at the time of attendance on the course.

Cancellations

In the event that you need to cancel your booking, where notice is received 10 working days or more prior to the start of the course a full refund will be made, where less than 10 working days notice is given a cancellation fee of £50 + VAT will be charged. The full fee will be charged for non-attendance or cancellations made within 10 working days of the start of the course.

ASLIB reserves the right to cancel courses, change venues (within the same city) and substitute trainers at its discretion. Where courses are cancelled by us, delegates will receive a full refund for course fees paid should alternative course dates offered be unacceptable. You will be notified 10 working days before the course date. ASLIB is not liable for costs incurred with regard to travel.

Delegate substitution

ASLIB will accept substitutes for confirmed delegates, provided that notification of the substitute is received at least two working days before the start of the course.