

BOOKING FORM

Certain bookings will be subject to completion of a course application process. Please contact the Training Team for more details: email: TrainingLH@rina.org or call: +44 (0) 1372 367 319 or +44 (0) 1372 367 054.

Please note, incomplete forms may not be processed

All received booking forms will be considered as binding

DELEGATE DETAILS

Name (please state Dr Mr Mrs Miss Ms)	
Job title	
Organisation (if applicable)	
Delegate's work address (home address for self-funders)	
	Postcode
Country	
Telephone	
Fax	
Email	
CC email for joining instructions (if required)	

BOOKING AND FEES

I wish to make a firm booking for:

Course title
Course dates (for training with an online element, the start date is when the online training element commences)
Course location
Course fee (fee rates can be found on our website https://www.rina.org/en/technical-training)

PAYMENT DETAILS

<p>Course payment details – who is paying?</p> <p><input type="checkbox"/> I am paying for the course and I: <input type="checkbox"/> am self-employed <input type="checkbox"/> own a small business <input type="checkbox"/> neither (Please note, self-funders are required to provide payment before a booking is confirmed)</p> <p><input type="checkbox"/> My company is funding my place (including customers using company credit cards)</p> <p><input type="checkbox"/> Other (please state) _____</p>



INVOICE DETAILS (ALL FIELDS MUST BE COMPLETED)

Invoice addressee (entity name)	
Invoice contact name	
Invoice contact tel. no.	
Email to send invoice to	
Company sales tax registration (VAT) number/National Insurance number (self-funders) (This field must be completed)	
Company site name (e.g. Leatherhead site)	
Site description (e.g. Head office)	
Invoice address (if different to delegate's address)	
	Postcode
Country	

PAYMENT METHOD

<input type="checkbox"/> Purchase Order No _____ (Please note, we require a copy of the PO in order to process the booking)
<input type="checkbox"/> Debit/Credit Card We are unable to accept card details via email, post or phone. Please provide an email address we can send a payment link to: <input type="checkbox"/> _____
<small>We are able to accept Visa/Access/American Express/Delta/Eurocard/Mastercard/Switch/Diners Club. Payments are taken via WorldPay.</small>
Payment has been made by bank transfer quoting reference

By signing and returning this form to RINA Consulting Ltd, you agree to be bound by the following (in order of precedence): (1) the terms of this booking form; and either (2) RINA Consulting Ltd E-Commerce Terms and Conditions; or (3) RINA Consulting Ltd Terms and Conditions of Supply, whichever is applicable.

Name.....

Signature.....

Important information

Our legal entity is RINA Consulting Ltd, we trade as RINA.

Early booking rates:

Selected courses offer an early booking rate which is valid for up to 6-4 calendar weeks before the date of the course and can only be claimed at the time of booking. Please contact the Training Team for further information at TrainingLH@rina.org.

Discounted additional booking rates:

Additional booking rates may be applicable to second and subsequent delegates on selected courses and may only be claimed at the time of booking. Please contact the Training Team for further information at TrainingLH@rina.org.

Did you know?

AccessERA subscribers receive a 10% discount on some of the RINA current course prices at the time of booking when the booking is made directly with the Training Team. To find out more, please email: TrainingLH@rina.org.

Ways to book:

Online: <https://www.rina.org/en/technical-training>

Total security is assured and normal booking conditions apply.

Tel: +44 (0)1372 367 345 - Please be prepared to quote a purchase order number or supply us with credit card details.

Email: TrainingLH@rina.org

How to pay:

Payment must be made before attendance at the event or 30 days from receipt of the invoice, whichever comes first and must be made in £ sterling only. Self-funders will be required to pay the course fee in full before a booking is confirmed. Acceptable methods of payment are via WorldPay, PayPal, by cheque (payable to RINA Consulting Ltd), credit card or bank transfer. Bank transfers, free of all charges, can be made to RINA Consulting Ltd via: HSBC, 9 The Boulevard, Crawley, RH10 1UT; sort code: 40-18-22, account no. 22178095. When paying by bank transfer, please quote the relevant course, course date and the delegate and company name.

Cancellations and transfers:

Cancellations and transfers must be sent via email to TrainingLH@rina.org or in writing to the following address: FAO: Training Team, RINA, Cleeve Road, Leatherhead, Surrey, KT22 7SA. Cancellations and transfers received up to the 15th working day prior to the event will be subject to a charge of 20% of the invoiced course fee + VAT or 20% of the AccessERA credits charged. After this 15-day deadline, transfers cannot be accepted and cancellations will be subject to payment in full or 100% of the AccessERA credits charged. Delegate substitutions can be made at any time.

Please tick here if you would prefer not to receive details about future events or services offered by RINA or its subsidiaries.

RINA reserves the right to change, postpone or cancel at short notice any part of its published programme due to unforeseen circumstances. In the unlikely event of cancellation, a full refund will be made of the registration fee. RINA disclaims any further liability.

INTERNAL USE ONLY	
Training Team contact	Admin contact
Rate applied	
<input type="checkbox"/> Standard <input type="checkbox"/> Early booking rate <input type="checkbox"/> Additional delegate rate <input type="checkbox"/> AccessERA subscriber <input type="checkbox"/> Credit booking <input type="checkbox"/> Previous delegate rate <input type="checkbox"/> Super saver <input type="checkbox"/> Other (please specify)	
Type of customer	
<input type="checkbox"/> Business <input type="checkbox"/> Individual self-funder <input type="checkbox"/> Small business owner	
Course type	
<input type="checkbox"/> Residential <input type="checkbox"/> Online <input type="checkbox"/> Online and residential	
VAT to be applied	
<input type="checkbox"/> UK 20% <input type="checkbox"/> NIL <input type="checkbox"/> EU other (rate = %) <input type="checkbox"/> Other (rate = %)	
Payer requires invoice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Wording for invoice description line (if other than standard)	
Project number	
Payment status <input type="checkbox"/> Payment received <input type="checkbox"/> Not yet paid	
Date received	
Date completed	

