



ConQuest Training Centre

ConQuest Q Series Training Courses 2011-2012

A booking form must be completed, signed and returned to Conquest Ltd in order to reserve places and dates. Alternative methods of confirmation can be by letter, email or official purchase order. Confirmation of all bookings will be sent via e-mail, therefore, we would be most grateful if you could complete the following information and return it along with a completed registration form:-

BOOKING CONTACT:

POSITION:

E-MAIL ADDRESS:

TELEPHONE NUMBER:

Confirmation of booking

As per our standard terms and conditions full payment is required prior to course commencement. If payment is not included with the initial booking can you please detail below a purchase order number and invoice address to enable us to send a VAT invoice through for payment. Please make your accounts department aware that payment needs to be sent by return or before registration closes 10 days prior otherwise this could delay the training pack(s) being forwarded to delegate(s).

INVOICE ADDRESS:
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PURCHASE ORDER NO:

Our official training packs will be sent direct to each delegate approximately 10 days before the course is due to take place. Should you require this information to be sent to someone other than the delegate in the first instance then please detail below:-

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We would like to receive information of future courses via e-mail []



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ConQuest Q Series Training Courses 2011

Course/Date	September	October	November	December	January	February
Q Series Estimators Getting Started Course	13	27		6	31	
Q Series Valuations Getting Started Course	27		8			7
Q Series Data Import Course		12	17		19	16
Q Series Bill Creation & Taking Off Course		18	22		24	21
Q Series Estimators Course		19	23		25	22
Q Series Comparisons & Enquiries Course		20	24		26	23
Q Series Valuations Course		4/5				8/9
Q Series Enquiries & Packages Course				7		
Q Series Cost Planning Course			30			
Q Series Library Management Course				1		

To book a training course please list the course name and date you wish to attend detailing your company name along with all delegates names that wish to attend the course. Please note that the cost for the 'Getting Started' courses are at a discounted rate for existing users of the ConQuest software at a cost of £200.00 per delegate per day plus VAT. The charges for all other courses are £250.00 plus VAT per day per delegate. The Valuations Course is a 2 day course and will be charged at £500.00 plus VAT per delegate.

Company:.....

Course:..... Date:.....

Delegate 1:..... Delegate 2:.....

Delegate 3:..... Delegate 4:.....

Please note that registration for all courses will close 10 days prior to the event. Places will be booked on a first come first served basis.

To secure this booking payment in full for all attendees is required.

Payment enclosed for £..... **A VAT invoice will be issued upon receipt of registration form and payment in full. Please detail below if invoice address is different to your main office address.**

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Lunch and refreshments will be provided for on the day. Please contact us if any delegate has any special dietary requirements.

Please note that all bookings for training courses are accepted on the basis that the following charges will apply to cancellations or requests for rescheduling.

- Cancellation Charges:** More than 28 Working days 50% of the fee already paid will be refunded. Less than 28 days there can be no refund.
- Rescheduling:** For requests received 28 working days or more, no charge, between 14 and 28 working days there will be a charge of £50.00 (+VAT) per delegate. Less than 14 days, no refund.
- Conquest Ltd reserve the right to cancel or re-schedule training dates.