



Training Courses for 2009/10

CONFIRMATION OF REGISTRATION

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:

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.

INVOICE ADDRESS:

.....

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:-

.....

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



Conquest Training Centre

Training Courses for 2009/10

REGISTRATION FORM

Course/Date	Sept	Oct	Nov	Dec	Jan	Feb
Estimator's Foundation Course (Package)	8/9	7/8	3/4	9/10	13/14	16/17
Surveyor's Foundation Course		13/14			19/20	
Estimator's Workshop	29/30			1/2		
Surveyor's Workshop	16/17				26/27	
Data Import			12			23
Cost Planning			10			
ConQuest Technical			11			
Estimator's Foundation Course (Specialist)			24/25			9/10
Setting up Enquiry Management	15			8		
Using Enquiry Management		6			12	
Advanced Pricing			17			24
Working with ConQuest Data in Excel			18			
Design & Build Budget Pricing		15				25
Managing and Amending the ROCK Library		1				
E-Quiry	10		26		28	

To book a training course please list the course name and date you wish to attend along with all delegates names.

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 £..... (£250.00 plus VAT per day per delegate) **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. Please note that Foundation Courses and Workshops are TWO DAY courses and are charged at £250.00 plus VAT per day per delegate.**

.....

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.