

IntrepiData

Statistical and Spreadsheet Solutions and Training

COURSE REGISTRATION FORM

Please complete this form in **BLOCK CAPITALS** and send to:

Course Administrator, IntrepiData, Gear House, Saltmeadows Road, Gateshead, Tyne & Wear, NE8 3AH

Fax: 0191 477 2320

ATTENDEE DETAILS:-

Title: Surname: First Name:

Job Title: Department:

Email:

Company / Organisation Name:

Company / Organisation Address:

Telephone Number:

Group Bookings: Other Delegate Names

COURSE DETAILS:-

Please reserve me a place on:

Course Name:

Course Dates:

Venue:

Cost (exc. VAT):

Signature*:

Date:

*** By signing and returning this form, you are agreeing to the terms and conditions of booking shown below**

TERMS AND CONDITIONS:-

How to book - To register, please complete and send the form to our Course Administrator. Upon receipt of the completed registration form your application will be acknowledged and an invoice issued.

Course joining instructions - Relevant course information will be sent to delegates approximately one week before the start of the course.

Fees - Course fees are payable upon IntrepiData's receipt of the completed registration form. An invoice will then be sent to you and cheques should be made payable to "IntrepiData". Please ensure payment is made no more than one week after registration on the course. Attendance on the course may not be permitted if IntrepiData has not received the course fee prior to the course starting.

What is included in the fee - Our course fee includes refreshments and lunch (except for half-day courses) on each day of the course.

Laptops - Each delegate will need to bring a laptop with Excel 2000, XP, 2003, 2007 or 2010 installed.

Cancellation - Cancellation must be submitted in writing, to IntrepiData. Notification of cancellation received 14 days or more before the start of the course will receive a full refund. We regret that no refunds can be made for cancellations received within 14 days of the start of the course.

IntrepiData cancellation - Please note that we reserve the right to cancel any course without liability other than a refund of the course fee.

Course changes - In order to continually improve the courses that we offer, we reserve the right to modify course content without notice.