

Training Course Booking Form

Please copy this form as necessary and complete a separate form for each delegate. Please complete the form in block capitals Non-UK residents may be able to reclaim the VAT on training fees.

Personal Details

Family name:	Other names:	
•		
Full address including town, country and postcode		
E-mail:	Fax:	Tel:
Special dietary or physical requirements		
Please circle: ORS member / ORS student member / Non-member		

Details of courses required

Course Ref	Course title	Date(s)	Net Price	VAT*	Total inc VAT
			,		
			Total	£	

Please reserve for me a place on each of the above courses. I enclose a cheque, payable to OPERATIONAL
RESEARCH SOCIETY, for the total amount due including VAT, and agree to accept the terms and conditions set out
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Signed	Date

Please send your booking to Jennie Phelps, The OR Society, Seymour House, 12 Edward Street, Birmingham B1 2RX, UK. Tel: +44 (0) 121 233 9300. Fax: +44 (0) 121 233 0321. E-mail jennie.phelps@theorsociety.com

Standard terms and conditions

- 1. Whilst every effort is made to ensure that advance publicity is correct at the time of going to press, the OR Society reserves the right to make any changes to programme details or other arrangements, which might be necessary.
- 2. The full fee is payable at the time of booking. The OR Society reserves the right to withhold joining instructions pending receipt of full payment.
- 3. Course fees include tuition, course notes and/or text, lunch, and tea/coffee in mid-morning and mid-afternoon breaks. Bed, breakfast and evening meals are NOT included.
- 4. If a booking is cancelled more than one calendar month before the course date, any fees paid will be refunded, though an administration charge of £20 may be made. If a booking is cancelled one month or less prior to the course, there is no entitlement to any refund or reduction of fees. Delegate substitutions from the same organisation may be made at any time without charge.
- 5. If it becomes necessary for the OR Society to cancel a course, any fees paid will be refunded in full. In such a case, the OR Society's liability shall be limited to the refund of fees.
- 6. Delegates attend OR Society courses at their own risk. The OR Society accepts no liability for any loss, theft, damage or injury suffered by any delegate.

VAT must be added at the rate currently in force at the time of booking. (At the time of going to press, the rate of VAT was 20%).

The OR Society is a company limited by guarantee, No. 663819 and a registered charity, No. 313713.VAT registration No. GB 244 1528 79.