



## REGISTRATION FORM

FULL COMPANY ADDRESS (in block capitals please)

\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

NAME(S) OF ATTENDEE(S)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**SPECIAL DIETRY REQUIREMENTS :** \_\_\_\_\_

COURSE DETAILS

Equipment Type \_\_\_\_\_

Title of course \_\_\_\_\_

Dates \_\_\_\_\_

Location of Course \_\_\_\_\_

SPONSOR/ MANAGER DETAILS (who to send confirmation of exam results to)

Sponsor/ Manager's name \_\_\_\_\_

Full Address \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

INVOICE DETAILS **MUST BE COMPLETED IN FULL**

Person to invoice \_\_\_\_\_ Purchase Order No \_\_\_\_\_ (MUST BE SUPPLIED)

Full Address \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Or Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type of Card  Visa  MasterCard

Name as it appears on the card \_\_\_\_\_

**PLEASE COMPLETE AND RETURN THE ATTACHED REGISTRATION FORM TO CONFIRM YOUR PLACE ON THE COURSE**

CONTACT: Pamela Young  
TEL: +001 740 393 8853  
FAX: +001 740 393 8855  
E-MAIL: Pam.Young@Rolls-Royce.com





# Rolls-Royce

## REGISTRATION

Please complete the attached Registration Form and return it to the above to secure your booking. Courses are made available on a first come, first serve basis.

Please ensure you include a contact name, full e-mail and invoice address of whom is to receive our invoice.

## PAYMENT

**Payment** must be made **prior to the course**. Credit card payments will be processed three weeks in advance of the course start day. Purchase order payments will be invoiced upon receipt of purchase order and **funds must be received** prior to start of the course.

## CANCELLATION POLICY

Cancellation between six and four weeks prior to delivery will incur a cancellation fee of 30%. Cancellation between four and two weeks prior to delivery will incur a cancellation fee of 75%. Cancellation less than two weeks prior to course delivery date will incur the full 100% cancellation fee.

**All courses must meet the minimum enrolment requirements. Courses not meeting the minimum enrolment requirements will be cancelled. Participants will be notified four weeks in advance if minimum course enrolment has not been achieved.**

