



AEROSPACE

Technical Consultancy Limited

TRAINING APPLICATION FORM

Please complete this form and return to:
 Aerospace Technical Consultancy Limited
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NAME	<i>SURNAME</i>	<i>MIDDLE NAME</i>	<i>FIRST NAME</i>
<i>COMPANY NAME</i>			
<i>DESIGNATION</i>			
<i>COMPANY ADDRESS</i>			
<i>TELEPHONE</i>	<i>FAX</i>	<i>E-MAIL</i>	
<i>TRAINING PROPOSER</i>	<i>SIGNATURE</i>		
<i>TRAINING COURSE TITLE</i>			
<i>TRAINING COURSE DATES</i>			
<i>PURCHASE ORDER No.</i>			
HOTEL ACCOMMODATION			
<p>ATCL will make hotel reservations when requested. Although every effort is made to find suitable accommodation. ATCL is not responsible for the standard of hotels and other accommodations. All payments for accommodation must be made by the student direct to the hotel concerned. ATCL will not pay any account sent in by a Hotel. When ATCL has guaranteed hotel accommodation on behalf of the customer, the Hotel will hold the room regardless of arrival time. In the event of a non-arrival the customer is responsible for the cost of one night's accommodation. Cancellations must be made by 2.00 p.m. on the day of arrival.</p>			
TYPE OF ACCOMMODATION			
SINGLE ROOM	TWIN ROOM	BREAKFAST	
PAYMENT TERMS - FEES ARE DUE 14 DAYS IN ADVANCE OF THE COURSE			
<p>CANCELLATION POLICY Notification to ATCL of your intent to cancel a reservation must be made and agreed up to 7 days prior to the start date with no penalty. Cancellations after that time will be subject to 50% of the course/seminar cost.</p>			
ACKNOWLEDGEMENT			
<p>Your booking for the above course is confirmed from _____ to _____</p> <p>A reservation has been made at the _____</p> <p>For _____ nights from _____ to _____ inclusive.</p> <p>Signed _____ ATCL TRAINING CO-ORDINATOR Date: _____</p>			
COMMENTS			