



How to register – three easy methods



Email scanned copy to
workshops.uk@parrimark.com



Fax this form to
0845 0744 251



Mail a copy to
Suite 5, Printworks House
27 Dunstable Road
Richmond TW9 1UH

Participant Details

NAME(S) _____

COMPANY _____ POSITION _____

ADDRESS _____

COUNTY _____ POSTCODE _____

EMAIL _____ CONTACT PHONE _____

Course Details

Please indicate how many attendees and total cost. An invoice confirming your registration will be forwarded to you within two days of receipt of this form. The total is due for payment 7 working days before the workshop to ensure enough time for documents to be forwarded to you and numbers to be confirmed with the venue.

Events Perfect Super User Series

Workshop	Date	Location	Price (+ VAT)	No. Attendees	Total (£)
Interactive Reports (0900 – 1700)			£300.00		
Interactive Enquiry (0900 – 1245)			£175.00		
Interactive Maintenance (1345 – 1700)			£175.00		
Total					

Parrimark TV

Course	Date	Sessions	Price (+ VAT)	No. Attendees	Total (£)
New User – Full Course Only	6 weeks from 6 th April 2009 (Mornings)	All	£720.00	(Parrimark Information only)	£720.00
Advanced User – Full Course	10 weeks from 6 th April (Afternoons)	All	£1,200.00	(Parrimark Information only)	£1,200.00
Advanced User – Per Session	Please Indicate which session(s)		£150.00 /session	(Parrimark Information only)	
Total					



Terms and Conditions

Please read terms and conditions below and sign

Enrolment Requirements: Bookings are only confirmed upon receipt of full payment of the workshop fee. A confirmation letter will be provided after full payment has been received by Parrimark Technology (PARRIMARK). Please contact PARRIMARK if you do not receive this within 4 working days of making payment.

Cancellations and Refunds: PARRIMARK will issue a full refund if notification of non-attendance is given by you 10 full working days or more before the workshop date. If notification is received between 5 and 9 full working days before the workshop date a transfer is available to an alternative workshop date for a workshop of the same or less cost. No refund is provided if notification of non-attendance is given by you 4 full working days or less before the workshop date. These terms apply irrespective of when a booking is created.

Transfers: Transfers between workshops can be arranged if notification is received 5 full working days before the commencement of the workshop from which you wish to transfer. If less than 5 working days notice is provided the booking is forfeited and any new workshop booking will require payment of the relevant workshop fee in full.

Credits: A training credit will be issued in cases where a workshop transfer is not possible, provided the request is made 5 full working days before the commencement of the workshop which can no longer be attended. If less than 5 full days notice is provided the booking is forfeited and any new workshop booking will require payment of the relevant workshop fee in full. Please note, this credit will be valid for a period of 12 months, during which it may be used towards the cost of another training workshop. If the credit is not used within 12 months it will expire.

Cancellation of Workshop by PARRIMARK: PARRIMARK reserves the right to cancel in its sole discretion any particular workshop or event. In the event that a specific workshop is cancelled then participants enrolled in that workshop will be transferred to the next available workshop and notified by PARRIMARK of the change. PARRIMARK assumes no responsibility for non-refundable airline tickets or other expenses incurred due to workshop cancellations. In the event that PARRIMARK cancels scheduled training and you do not wish to be transferred to another workshop, you will be provided with a full refund of fees upon request.

Minimum Numbers: A minimum of 4 sites are required for Parrimark TV sessions to take place. Rescheduling or cancellation policy as above.

Copyright: All PARRIMARK workshop material is protected by copyright and is not able to be copied or utilised by you or any other party without permission from PARRIMARK. This applies to the complete workshop materials or any part of them.

Preparation for the workshop: It is important that you fully satisfy any specified prerequisites. There will not be sufficient time to cover assumed knowledge during the workshop.

Substitutions: Request to transfer an enrolment to another person must be notified to the PARRIMARK Workshop Coordinator and acknowledged by PARRIMARK prior to the commencement of the workshop.

Workshop prices: Prices are subject to change without notice and will be quoted excluding VAT and confirmed at the time of booking. Fee applies to credit card payments. These will be notified at time of processing.

Discounts: Any promotional or other discounts on workshop fees may only be claimed at the time a booking is made.

Security: All of our users' information is restricted in our offices. Only employees who need the information to perform a specific job are granted access to personally identifiable information. All employees are kept up to date on our security and privacy practices. Employees are notified and/or reminded regularly about the importance we place on privacy, and what they can do to ensure our customers' information is protected. Finally, the servers on which we store personally identifiable information are kept in a secured area. Your credit card details, if given, will be stored according to this policy and will not be reused unless expressly directed by you.

NAME _____ POSITION _____

SIGNATURE _____ DATE _____ PO NUMBER _____

Payment can be made by cheque or electronically to the account below:

Parrimark Technology (UK) Limited
NatWest Bank
Sort Code: 60-00-01, Account No.: 36285536
Reference: use invoice number