

INTERACTIVE BOOKING FORM

[click here to email after completion](#)

YOU CAN ALSO PRINT,
COMPLETE & RETURN
FORM TO:

PMA Training Ltd
PMA House
Free Church Passage
St Ives, Cambs
PE27 5AY.
Tel: +44 (0)1480 300653
Fax: +44 (0)1480 496022
Email:
training@pma-group.com

COURSES HELD AT:

THE PMA CENTRE FOR MEDIA EXCELLENCE

7a Bayham Street,
Mornington Crescent,
London NW1 0EY

I wish to pay by credit
card. (PMA will contact
you for details.)

Please invoice me

I enclose a cheque
payable to PMA Training
Ltd for
£.....

I will pay by BACS

PMA bank details
available on request.

If writing, please use black ink and block capitals

Title of workshop

Date of workshop

Name of delegate

Job title

Publication (if applicable)

Organisation

Delegate's tel. no.....

Fax.....

Email address

How long have you been in this job?

Please give brief details of your employment history

What are your main duties and responsibilities?

Please give brief details of previous relevant training

What specific areas do you want the workshop to
cover?

Do you work on: Apple Macintosh PC

Address for correspondence

Person to send invoice to:

Name

Job title

Email

Phone

Fax

Address

Purchase order number (if applicable).....

Registered charity number (if applicable).....

I have read and agree to abide by all terms and booking
conditions on the previous page (click to read) . Delegate/
contact person

Name: Date

BOOKING A COURSE

The PMA Centre for Media Excellence

All public courses are held at PMA's purpose-designed Centre for Media Excellence located at 7a Bayham Street, Mornington Crescent, London NW1 0EY.

The centre is a few minutes' walk from the Mornington Crescent underground (Charing Cross branch of the Northern Line) and within easy reach of Euston and King's Cross stations. All buses on routes 214 stop near Bayham Street.

- Courses run from 9.30am to 5.00pm
- A folder with back-up notes will be provided
- Certificates are available to all delegates
- Refreshments and lunch are included in your course fee
- Assessment forms are collected with delegate feedback to ensure training remains at a high standard
- Bookings can be made by telephone, post, fax, email or online at www.pma-group.com

CONTACT US:

Want more details about a PMA course? Contact Riva or Mel on:

T: +44 (0)1480 300653

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e: training@pma-group.com

www.pma-group.com

TERMS AND CONDITIONS

1. All course bookings must be made in writing, via our website or by email. You will receive confirmation of this. Once your booking form has been received, it constitutes a firm contract with PMA Training Ltd.
2. The cost of the course will be invoiced once your booking has been confirmed. Full payment is required prior to the start of the course to guarantee your place. **Make all cheques payable to PMA Training Ltd. We also take credit cards and payment by BACS. To pay by credit card, call Melanie, Gemma or Vicky on: 01480 300 653.**
3. All cancellations or postponements must be made in writing. For cancellations or postponements that are made more than 15 business days before the start date of a course, a cancellation or postponement charge of 33% of the course fee will be made.
4. We only allow one transfer per individual booking made. Subsequent cancellations, postponements or transfers will be charged at the full rate. Substitutions may be made before an event at no charge.
5. If a booking is cancelled or postponed within 15 business days of the course date, the fee will be payable in full and is not refundable.
6. The full course fee will be charged if the delegate does not turn up on the day of the course.
7. Course prices exclude travel, accommodation and any other incidental expenses that may be incurred by a delegate.
8. PMA Training Ltd reserves the right to cancel, alter or reschedule any course. In the event of this happening, you will be offered a full refund of your course fee.

PLEASE NOTE:
All course fees are subject to VAT at the current rate on date of booking.

Please book online at www.pma-group.com or photocopy the booking form opposite.

Extra booking forms are available from our offices.

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