



**BADLEY GEOSCIENCE LIMITED**

North Beck House, North Beck Lane,  
Hundleby, Spilsby, Lincolnshire,  
England PE23 5NB

Tel: 01790 753472

Fax: 01790 753527

International Tel: +44-1790 753472

International Fax: +44 1790 753527

e-mail: [diana@badleys.co.uk](mailto:diana@badleys.co.uk)

web site: <http://www.badleys.co.uk>

## Course Registration Request

<b>TO REGISTER ON A BADLEY GEOSCIENCE COURSE PLEASE COMPLETE THE FORM BELOW. IF ANY OF THE INFORMATION REQUESTED IS NOT RELEVANT TO YOUR COMPANY PLEASE INDICATE THIS. PLEASE COMPLETE A SEPARATE FORM FOR EACH COURSE YOU WISH TO ATTEND. WHEN YOU HAVE COMPLETED THE FORM FAX TO +44 1790 753527 OR E-MAIL IT TO <a href="mailto:diana@badleys.co.uk">diana@badleys.co.uk</a></b>	
<b>Name of course for which registration is requested</b>	
<b>Inclusive dates of course</b>	
<b>Name of the course participant</b>	
<b>Full name of the participant's company</b>	
<b>Full company address to which our invoice should be sent</b>	
<b>To whom should our invoice be addressed (contact for administrative correspondence)?</b>	
<b>Course authorized by:</b> (if different from above)	
<b>Will your company issue a formal contract/work order?</b>	
<b>Customer's Contract or Order number</b>	
<b>Customer's VAT number, for UK and EU countries</b>	
<i>The UK Government requires that we charge Value Added Tax (VAT) on courses held in the UK even for participants who are based overseas. Please could you include your company VAT number if your company is located in the EU</i>	
<b>Our company name for your Contract or Purchase Order</b>	<b>Badley Geoscience Ltd</b>
<b>Date this form returned to Badleys</b>	

Transportation/accommodation and general living expenses are the responsibility of individual course participants and are not included in the course fee.

Payment must be received prior to course commencement.

Cancellation Charges: we appreciate that on occasion a delegate may be unable to attend a course and in this event the following conditions apply:

1. Cancellation must be made a minimum of 15 working days before a course in order to receive a refund (less an administrative charge of 10% of course fee).
2. Cancellations received between 10 and 15 working days before a course will be able to rebook the same course at a later date but will be liable to a 50% surcharge. Cancellations for a rebooked course will not be eligible for a full refund.
3. Cancellations made less than 10 working days before a course commences will not be refunded. All cancellations must be received by Badley Geoscience in writing.