

To confirm your order, please fill out this form, making sure to complete **all** details, and return to us, with authorised signature via the details below. For further information please contact us.

Total Success Training Ltd

TRAINING MATERIALS ORDER FORM

Course Title *	
Course level (Gold, Silver, Bronze) *	
Name *	
Job Title	
Signature *	
Company name and address *	
Postcode *	
Reception Phone *	
Direct Line *	
Fax	
email address *	
Please indicate Method of Payment	Invoice <input type="checkbox"/> Invoice with P.O <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> BACS <input type="checkbox"/>
Purchase Order reference (if applicable)	

* mandatory fields

All orders are bound by the following Terms and Conditions:

All orders must be paid in full prior to your order being despatched. All orders will be despatched within 48 hours of receipt of payment. A VAT invoice will be sent with your order. All cheques are to be made payable to Total Success Limited. For credit card and BACS payments, please contact the office for details. Please note that postage and packaging will be charged at a rate of £14.00 within the UK for Royal Mail 'Next Day' Special Delivery. Cost of international postage will vary depending on the country of delivery. Please ensure you have requested the correct training course. Once the training packs have been sent, there are no refunds offered.

Please sign this form and RETURN it to:

Total Success, 4a Nelson Rd, Greenwich, London SE10 9JB
 Tel: 0208 269 1177 Fax: 020 8305 0555 email: tsuccess@dircon.co.uk
 web: www.tsuccess.dircon.co.uk

OFFICE USE ONLY	Invoice file	Invoice	Date Despatched	Email confirmation