



# Apollo Root Cause Analysis Training Registration Form

## Dates & Venue:

**Times:** 8:30am – 4:30pm (arrival tea/coffee from 8:00am)  
**Cost:** £ 749 + VAT per person (includes all day catering & course materials)  
**ARMS Contact:** Susan Rantall (training coordinator) Ph: +1 512 795 5291  
**Terms & Conditions:** Please see below our terms and conditions in relation to payment and cancellations

## Booking Details

Name: ..... Company: ..... Site: .....  
 Email: ..... Ph: .....

**Please Tick Box if Person Above is Attending the Course**      **Dietary Req's:** .....

## Name(s) of attendee(s)

Name: ..... Email: .....  
 Name: ..... Email: .....  
 Name: ..... Email: .....  
 Name: ..... Email: .....

An email confirmation will be sent to the above email address(es) please make sure you read this email carefully (as information can change, i.e. venue), an invoice for the cost of the course will be attached therein.

<b>Payment Type</b>	<b>Credit Card</b>	<b>Purchase Order</b>
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**Credit Card Payments** (please advise if multiple transactions are required or if there are insufficient funds)

Credit Card Number: .....  
 Card Type (please circle):      VISA      MASTERCARD      AMEX      DINERS  
 Name on Card: .....  
 Expiry Date (mm/yy):      //      Signature: .....  
 Postal Address for invoice & receipt to be sent to: .....

\*Please note: Payments from Visa & MasterCard will incur a 1.75% processing fee, AMEX & Diners cards will incur a 3.5% processing fee.

**An invoice will be issued if payment is not made by credit card** (please fill out details below)

Contact Person: ..... Purchase Order No: .....  
 Postal Address for invoice to be sent to: .....

**PLEASE EMAIL TO: [apollo@globalreliability.com](mailto:apollo@globalreliability.com) OR FAX COMPLETED FORM TO: 512 795 5228**

**Terms & Conditions** Please note that payment is required two weeks prior to the course. If you are unable to attend, a substitute participant is welcome or a credit can be provided for a future course. Notification of postponement of attendance must be a minimum of 2 weeks prior to the course, otherwise a catering/service fee of \$220 will apply (incl. GST). A full refund (minus 10% admin. fee) will only be available for cancellations made 14 days prior to the course commencing. ARMS Reliability reserves the right to cancel, postpone or change venues.