

AIIM Professional Development Courses BOOKING FORM

Course Code _____ Course Name _____

Online or Classroom date and location _____

Prefix _____ First Name _____

Last Name _____

Job Title _____

Company Name _____

Mailing Address _____

Email _____

Tel. No. _____

Company Website _____

Invoice Address (if different from above)

Course Fees

I am an AIIM Professional Member

1. Total Amount Payable _____

2. Credit Card Payment: Visa MasterCard American Express

Card No. _____

Name on Card _____

Expiration Date _____

Signature _____

3. Check enclosed

Payment may be made by cheque in USD or GBP for the appropriate amount. Payment may also be made by check in Euros. Checks should be made payable to AIIM and mailed with a copy of this form to AIIM International for training courses in North America, and to AIIM Europe for training courses in Europe. The address can be found below. A VAT invoice will be issued to you (or the invoice address) in all cases.

Send Cheques to:

In North America: AIIM, 1100 Wayne Ave., Suite 1100, Silver Spring, MD 20910

In Europe: AIIM Europe, 8 Canalside, Lowesmoor Wharf, Worcester, WR1 2RR, UK

Complete the booking form and fax a copy to:

North America: +1 240-391-2003

Europe: +44 (0)1905 727609

Attn: AIIM Education & Training Dept.

All program tuition fees are exc. VAT and include full program materials, as well as examination fees where appropriate.

Any classroom or onsite residential fees are also exc. VAT and charged at a fixed rate per night and vary depending on venue.

Terms & Conditions

1. Liability for payment of tuition and accommodation fees arise at the time of booking. Where a cancellation in writing is made 28 days or more prior to the start of the program a refund or credit note will be issued for 75% of the course fee. After this time, liability for the full amount remains.

2. In all cases of accepted and acknowledged company purchase order payments, payment must be made in full 14 days prior to the start of the program. Where payment is not received prior to the start of the program the booking will be cancelled notwithstanding the fact that the liability of full payment still exists.

3. Delegates may be substituted until 48 working hours prior to the start of the program without further fee provided notice is given in writing.

4. Delegates requesting a transfer to a later program date may do so without incurring penalty fees provided the request is received in writing at least 28 days prior to the start date of the program originally booked and payment is made in full at the time of the transfer request. After which time, transfer requests will not be accepted notwithstanding the fact that the liability of the full payment still exists.

5. We require minimum 8 to run a classroom training course, and the course may be cancelled by AIIM if the minimum number of attendees is not met. We maximum allow 20 attendees on the first come first serve basis. Your order is therefore only valid when confirmed.

All personal data supplied will be treated as confidential and contact information will only be used by AIIM International to communicate program arrangements with delegates and to inform them of related information management programs, publications and events.