



# BOOKING FORM

## ARMA

### Full day courses

Code	Location	Date		✓
TC1*	London	23rd February 2010		<input type="checkbox"/>
TC1*	London	27rd April 2010		<input type="checkbox"/>
TC11	London	23rd February 2010		<input type="checkbox"/>
TC24	London	10th March 2010		<input type="checkbox"/>

### Half day courses

Code	Location	Date		✓
TC21	London	28th January 2010 (am)		<input type="checkbox"/>
		20th April 2010 (am)		<input type="checkbox"/>

### Full day courses

Code	Location	Date		✓
TC25	London	30th March 2010		<input type="checkbox"/>
TCX*	London	24th/25th February 2010		<input type="checkbox"/>
TCX*	London	28th/29th April 2010		<input type="checkbox"/>

### Half day courses

Code	Location	Date		✓
TC16	London	28th January 2010 (pm)		<input type="checkbox"/>
		20th April 2010 (pm)		<input type="checkbox"/>

\* N.B. By necessity, there will be an element of repetition in the TCX and TC1 courses as both cover the essential knowledge/skills that a property manager needs. Beginners often find that the TCX expanded 2 day course is beneficial after completing the TC1 initial learning course.

**Full Day -** courses will start at 9.30am with registration and morning refreshments at 9am; the course will finish at approx. 5pm.

**Half-Day (AM) -** courses will start at 10am with registration and morning refreshments at 9.45am; the course will finish at approx. 1pm where you are welcome to stay for a sandwich lunch.

**Half-Day (PM) -** courses will start at 2pm with registration and a complimentary sandwich lunch at 1pm; the course will finish at approx. 5pm.

**VENUES:** TC1, TCX, TC11, TC16 (28.1.10) and TC21 (28.1.10) - Trafalgar Events, 8-9 Northumberland Street, London WC2N 5DA tel: 020 7766 6660  
TC16 (20.4.10), TC21 (20.4.10) TC24 and TC25 - Lion Court Conference Centre, 25 Procter Street, Holborn, London WC1V 6NY tel: 020 7067 1126

### FEE:

**Members of ARMA**  **ARHM**  **PMAS**  or belong to the **IRPM**  (please indicate)

Half day workshops £100+VAT, 1 day courses £175+VAT, 2 day courses £350+VAT

### Non-Members:

Half day workshops £145+VAT, 1 day courses £250+VAT, 2 day courses £500+VAT

Total Net Cost: £

VAT @ 15%: £

(17.5% from the 1st Jan)

Total Cost: £

**In submitting this booking form I confirm I have read the course content and the course(s) booked is/are suitable for my purposes.**

Mr/Mrs/Ms Name:	Surname:
Job Title:	Qualifications:
Firm / Organisation:	
Nature of Business:	
Address (Home or business, please indicate):	
	Postcode:
Telephone:	Fax:
E-mail:	

Please tick appropriate boxes:

- Cheque enclosed  
(made payable to ARMA)
- Paying by BACS  
(see below for account details)
- Please send an invoice
- CPD certificate required
- Vegetarian

Please return this form with remittance to the address below.

**PLEASE SEE ARMA TRAINING COURSE LEAFLET FOR TERMS AND CONDITIONS**

Please make cheques payable to ARMA and send them together with this form to:

**ARMA**  
178 Battersea Park Road  
London, SW11 4ND  
Tel: 020 7622 6123  
Fax: 020 7498 6153  
E mail: yen@arma.org.uk

Bank details for those wishing to pay by BACS:

Account name: The Association of Residential Managing Agents Ltd  
Bank: Royal Bank of Scotland PLC  
Branch: London Piccadilly Circus  
Sort Code: 16-00-83  
Account No: 00104542