



FLEET MANAGEMENT TRAINING COURSES

COURSE AVAILABILITY 2014

FLEET MANAGEMENT TRAINING COURSES

Listed below are the main courses currently on offer, for individuals to participate. If the course in which you are interested does not have any confirmed dates, please contact our office, where we can advise of potential dates. Please note that we need a minimum number of delegates to make any course economically and functionally viable. Course dates may therefore be revised at any time, subject to notice to any pre-booked delegates.

We are always interested in discussing alternative details with prospective delegates, if none of these formats, dates and venues are suitable. Please contact us for further details.

BASIC Fleet Management Course

2-day course; usually offered on a residential basis with delegates meeting for dinner at 7.30 pm on evening before Course start.

Dates:	TBA – subject to demand (For specific dates & venues please contact the training office)
Venue:	TBA – based on maximum collective convenience to all delegates
Costs:	£845.00 + VAT

These costs **INCLUDE** all meeting/ venue accommodation costs, meals, training and courseware

INTERMEDIATE Fleet Management Course

2 sessions of 2 days; residential, each session separated by several weeks.

Dates	TBA – subject to demand (For specific dates & venues please contact the training office)
Costs:	£2,775.00 + VAT

These costs **INCLUDE** meeting venue, training and courseware costs but **EXCLUDE** DBB accommodation costs

To book, please complete and return the form on the next page.



FLEET MANAGEMENT TRAINING COURSES

COURSE BOOKING FORM

To: Training Coordinator Fleet Audits Ltd 35 Lavant Street PETERSFIELD GU32 3EL UK	Company Name: _____ Street: _____ District: _____ Area: _____ Town: _____ Post-code: _____ Contact Name: _____ Landline // Mobile _____ // _____ Email: _____
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Please book places on the following courses for the delegate(s) detailed below

Course Name	Date of course	No. of Delegates	Price per delegate	Sub Total
Basic Fleet Management	TBA		£845	£
Intermediate Fleet Management	TBA		£2,775	£
	Sub Total			
	VAT @ 20.0%			
	Total due			

A full VAT invoice will be issued upon payment of the training course fees

Delegate 1 _____ Job-title _____

Delegate 2 _____ Job-title _____

Cancellations

Delegate cancellations can only be accepted up to 7 days prior to the start-date of the course. We regret we are unable to make refunds after that date but we are able to accept substitute delegates.

Dietary Requirements

Please advise us of any dietary or access requirements you may require.

Joining Instructions

We issue fully comprehensive joining instructions shortly before the commencement date of the course booked.