

## Licom AlphaCAM Training Course Booking Procedures

In our endeavour to provide a quick and efficient service to AlphaCAM training customers, it has been decided to rationalise the booking procedures in order to make it more efficient.

The following list sets out the procedure for booking places on an AlphaCAM training course.

- 1** Down load the Training information book from the Licom web site [www.licom.com](http://www.licom.com). The training information book is in pdf format it provides an outline of the available courses and the Course schedule for the year.

The current training price guide is also available in pdf format .

- 2** Using the Training schedule select the preferred courses.  
NOTE second place discount is only available to attendees on the same course dates.

- 3** Contact the AlphaCAM training department on 024 7671 3434.  
To check availability of course places and request a booking form.  
This will be faxed to you with the course details completed.  
A Location Map and Accommodation list will be included.

- 4** Upon receipt of the booking form, check the details, and fill in the requested information; Trainee Names, Order Number, Authorising Signature and Date

- 5** IMPORTANT Fax back the training Booking Form.

**YOU WILL NOT BE REMINDED.  
IT IS YOUR RESPONSIBILITY TO RETURN THE BOOKING FORM(S)**

**Unconfirmed Places will only be held for 7 days**

- 6** A confirmation letter will be faxed to you within two working days.  
Where appropriate this will include a course syllabus.

**If you do not receive a confirmation letter within two working days  
contact the training department ASAP and re fax your booking form.**

- 7** Licom Accounts will be notified and where appropriate an Invoice will be sent to you

**Fees MUST be paid 14 days prior to the training course Start date**

- 8** Trainees MUST bring the training course confirmation letter when attending the training course.

Attendees may be substituted up to the commencement of the course.

NON-attendance will be subject to a cancellation charge.