



COMMERCIAL RATES

Debt Management

Training Programme

Please complete all information below & advise if participants will attend all 4 modules or individual modules.

Participant 1 Name:	Grade/Job Title:
Participant 1 Email:	Modules Attending:
Participant 2 Name:	Grade/Job Title:
Participant 2 Email:	Modules Attending:
Participant 3 Name:	Grade/Job Title:
Participant 3 Email:	Modules Attending:
Participant 4 Name:	Grade/Job Title:
Participant 4 Email:	Modules Attending:
Name of Person Booking:	
Email of Person Booking:	
Organisation:	
Address for Correspondence:	
Telephone:	
Send invoice to:	
Address for invoice:	
Purchase Order Number (if applicable):	
Name of Authorising Officer:	Date:

Where did you hear about the Course?

- IPA Mailshot or Email IPA Website Brochure Training Officer Colleague
 Public Sector Times Other (please specify) _____

Cancellation Policy: Please note that, in the event of a cancellation less than 48 hours before the commencement of this seminar, a 15% cancellation fee will be charged. Cancellation fee will also apply to non-arrivals on the day.

The IPA would like to contact you from time to time with details of future relevant events such as seminars and conferences. Please tick this box if you would like to be kept informed of such events.

Any Special Requirements:

ALL BOOKINGS MUST BE RECEIVED IN WRITING

To confirm your place, please return your completed form by post, fax or email to:
Central Bookings Office
Institute of Public Administration
57-61 Lansdowne Road, Dublin D04 TC62
Tel: (01) 240 3666 | Fax: (01) 668 9135
Email: training@ipa.ie | Web: www.ipa.ie

