



## FITA QA CARD Assessments – Booking Form

Book early to avoid disappointment

Please reserve one place on the following assessments (one form per delegate required):

<u>Assessments</u>	<u>Date</u>	<u>Cost</u>
One day Substrate & Subfloor Preparation (£196 <u>plus</u> VAT) .	.....	.....
One day Sheet Vinyl Installation (£196 <u>plus</u> VAT)	.....	.....
One day Vinyl Tile Installation (£196 <u>plus</u> VAT)	.....	.....
One day Carpet Tile installation (£196 <u>plus</u> VAT)	.....	.....
One day Adhered Carpet Installation (£196 <u>plus</u> VAT)	.....	.....
One day Floating Timber installation (£196 <u>plus</u> VAT)	.....	.....
	Total	.....

For admin purposes, ALL assessments required must be booked at the same time. Assessments booked at a later date may incur a £25 (plus VAT) admin charge for re-issue of the accreditation card. Please note that prices are subject to change.

### Delegate Details:

Flooring Contractor (Company Name): .....

Full name:..... (This will appear on your accreditation card)

Address:.....

.....

..... Post code:..... Tel. number:.....

Email:.....

Signed..... (Please see overleaf for full booking terms and conditions)

**Send your completed form and payment to FITA, 4c St Marys Place, the Lace Market, Nottingham NG1 1PH**

We sometimes take photographs during assessments for promotional purposes. Please tick this box if you do not agree to FITA using any photographs that you may be in

### Please let us know where you heard about FITA QA card assessments:

Used before  Internet  CFA  NICF  CFJ  Recommendation

Other (please state) \_\_\_\_\_

**All delegates attending their first assessment must bring two recent passport sized photographs. The delegates name and date of birth must be clearly written on the back of each photo. NO PHOTO – NO CARD**

### Payment:

I enclose a cheque for the total sum £..... OR, I authorise payment to be taken from my credit/debit card as follows:

Credit/debit card (long) number ..... Start date:..... Expiry date:.....  
(Please provide Start Date or Issue Number for UK Maestro/Solo Cards)

Issue Number..... 3 digit Security Code:.....

## **Booking Terms and Conditions**

Payment can be made to the FITA offices by cheque or credit card, but a delegate will not be confirmed on an assessment until a booking form has been completed and full payment has been received.

No refunds or transfers will be offered, but substitutes will be allowed up to 48 hours in advance of an assessment by contacting the FITA office on 0115 950 6836.

Following completion of assessments delegate paperwork will be processed and a card issued confirming which assessments have been successfully completed. All multiple bookings must be made at the same time. Cards will be issued to the delegate not the company.

Delegates are required to provide two recent passport sized photos with their name and date of birth clearly written on the reverse side. NO PHOTOS – NO CARD. Replacement or updated cards will be charged at £25 plus VAT as an admin fee.

Delegates who fail an assessment will be advised in writing. Any delegate who fails the course will be entitled to attend again, but will be required to pay the standard assessment charge.

It is important to stress to companies who choose to pay for their fitters to attend the courses that the accreditation will be issued in the delegate name not the company name. Any agreement relating to ownership of the assessment or card lies solely between the company and their employee or subcontractor. No CFA/NICF member discounts apply.

## **Further Information**

Current assessment dates available can be obtained visiting the FITA website or by contacting the FITA office on 0115 950 6836.

Prices are subject to change.

Delegates are invited to arrive at the training centre at 8:30 am on the day of the assessment. Refreshments throughout the day and lunch will be provided. The assessments will start promptly at 9:00am and finish by approximately 5:30pm. Late attendance may affect the ability of the delegate to pass the assessment.

Delegates are encouraged to bring their own tools, but all equipment required will also be provided.

Please do not book any accommodation until you have received written confirmation of your place on the assessment/s.

The training centre address is:

FITA – Unit 10 Windmill Road, Loughborough, Leicestershire, LE11 1RA (Further directions can be obtained at the FITA website [www.fita.co.uk](http://www.fita.co.uk)).

For any other information, please contact the FITA admin offices on 0115 950 6836.