# Textile Training Programme 2012-13

Short courses
In-company training

textile • training • group •

Textile Training Group School of Design University of Leeds Leeds LS2 9JT

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# Training Programme 2012-13

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### textile training group

The aims of the textile training group are to support the training needs of the industry: be it manufacturing, industrial, technical or scientific on the one hand; and fashion, clothing and design on the other.

The group operates in a number of different modes and at different levels to cover diverse need. These are detailed in this brochure.

Academic courses in textile technology and science in the UK have dwindled over the years, thus leaving a huge knowledge gap in this industry.

This is where the textile training group fulfils the need by combining academic, industrial textile and business experts who can fill this knowledge gap.

Textiles are an immensely complex area and The University of Leeds, with its network of textile experts, has brought together a wide range of courses that will help to fill this need.

#### short courses

Our large folio of courses is carried out on a repeating basis throughout the academic year.

The wide range of courses offered is designed to provide training of from one to five days in duration depending on the subjects covered. These are prepared courses, where the content for each course is detailed in this brochure.

## in-company training

A number of companies prefer to commission in-house training programmes designed specifically for each client and held at either their own premises or their own selected venue. The benefits of this are:

- cost effectiveness, especially where there is a need to train a number of employees at the same time
- sensitive information remains confidential
- course programme tailored to company requirement

#### those who will benefit

Over the years, many national and international companies, including large corporate companies, have benefitted from sending personnel on our courses. The military and civil services are also regular attendees.

Anyone involved in manufacturing, sourcing and selection, merchandising, retail or buying will benefit enormously from our courses. Personnel from schools and colleges also attend.



The Nonwovens Network was established in 1997. The initiative came from Industry, who aired the view that as there was no official UK body or association for them to refer to and generally 'get to know' each other.

The Network, now in its 16th year, has over 180 members and has held several successful seminars and dinners, all attended by well over 100 members, their guests and associates.

For further details of membership, please see page 23.



The **RITE Group** is the industry association which aims to provide advice and fact based information to reduce/minimise the negative environmental impact of the production, use and disposal of textiles and apparel.

The Group's ultimate goal is to drive forward the sustainable and ethical production of textiles and clothing throughout the global supply chain through a number of innovative initiatives.

For further details please visit www.ritegroup.org

## **course dates** 2012-2013

septer	mber 2012	ianuar	y 2013	
11	export essentials	17-18		
27-28	introduction to textiles	22	fibre classification,	
28	colour measurement		properties & practical identification	
		23	yarn classification,	
octobe	er		properties and testing	
10	RITE Group Conference:	24	fabric classification,	
	Sustainability in the textile supply chain	25	testing & specifications understanding test results	
16	tariff classification explained			
22-28	five days of textiles	februa	bruary	
30-31	introduction to nonwovens	5-6	woven fabrics – classification, production and design specification	
		12	tariff classification explained	
noven		14	import essentials	
6	yarn production, construction and classification	19	performance textiles	
7-8 woven fabrics – classification,		march		
	production and design specification	19	incoterms 2010 rules	
19	incoterms 2010 rules explained	5-6	explained introduction to nonwovens	
20-21	dyeing, printing, finishing & finishes	20-21	garment technology	
		april		
		16-17	introduction to textiles	
decen	nber	22	import essentials	
6	nonwovens network: 16th annual dinner	24	tariff classification explained	
12-13	introduction to textiles	may		
18-19	garment technology	may		
		9	colour measurement	
		13-17	five days of textiles	
		21-22	dyeing, printing, finishing & finishes	
		june		
		13	Nonwovens Network Event	

4 5

20-21 introduction to knitwear

## Five days of textiles

This course is a must for anyone wishing to gain in-depth textile knowledge in a very short space of time. The course gives a deep understanding of fibres, yarns and fabrics, their design and construction for use in performance clothing, fashion, household and interior textiles.

Those involved in manufacturing, sourcing, selection or buying will benefit enormously from this course.

Delegates will come away feeling confident in properly understanding textiles and will be able "to hold their own" when talking to specifiers, suppliers, technologists and manufacturers.

## Course content – 5 days

## Day 1

- Classification and properties of fibres
- Market share and trends
- Physical, morphological and behavioural properties
- Uses
- Outline of the production of main natural and man-made fibres
- New fibres
- Identification and percentage composition

## Day 2

- Classification of yarns
  - general introduction to yarn production
  - different production processes: linen, cotton, woollen & worsted
- Continuous filament yarns
- Yarn count systems
- Nonwoven fabrics
  - classification of nonwoven fabrics
  - different processes
  - bonding techniques
- Fillings

#### Day 3

- Weaving & woven fabrics
  - basic principles of weaving
  - constructional design
  - sett
  - fabric analysis
- Knitted fabrics
  - an explanation of warp and weft kitting
  - knit stitches
  - knitted fabric analysis
  - needle types
  - different knitting machines
  - garment styles
  - garment production

## Day 4

- Fabric preparation
  - different processes involved
- Printing techniques
  - screen
  - rotary screen
  - transfer
  - digital
- Finishing methods
- Types of finishes
- Coloration
  - dyes & dyeing methods
  - dye fixing
- Colour fastness
- Colour measurement

## Dav 5

- Fabric specifications
- Performance requirements
- Performance evaluation
- Test methods
- Care Labelling

fee: £895 + vat

## Introduction to textiles

This course gives a general introduction to textile manufacturing, from fibres to yarns to fabrics, both woven, knitted and nonwoven through to the dyeing, printing and finishing stages.

This course will be of huge value to all those involved with textiles, fashion, retail, buying, selection and merchandising.

The benefits of the course will ensure that delegates understand the textile products they are dealing with, be it fabric production, garments and accessories and household textiles.

Those involved with performance fabrics could use this course to gain a base knowledge.

## Course content – 2 days

## Day 1

- The textile manufacturing chain
  - natural and manmade fibres
  - classification and properties
- Yarn production
  - different systems according to fibre type
  - continuous filaments
  - introduction to yarn count systems
  - effect of twist
- Nonwoven fabrics
  - types
  - uses
- Knitted fabrics
  - weft knitting
  - stitches, structure, production
  - needles and machines

## Day 2

- Weaving & woven fabrics
  - different weaves
  - fabric construction
  - fabric sett
- Coloration
  - dyes
  - dyeing methods
  - colour fastness
  - faults
- Preparation and printing systems
- Finishing techniques
  - methods
  - aims

## Yarn production, construction and classification

This course covers yarn production, manufacture and spinning of cotton, woollens and worsted, linen and manmade fibres.

The course will be of value to knitwear and woven fabric designers and manufacturers. Those who are involved in the production of yarns will also find it useful and could be used as a refresher for technical and quality control staff.

## Course content – 1 day

- Classification of yarns
  - cotton
  - linen
  - woollen
  - worsted
  - continuous filaments
  - silk
  - manmade
- Fibre to yarn preparation in the various systems
  - carding
  - condensing
  - roving preparation
  - yarn spinning
- Yarn geometry
  - specifications
  - blending
  - twist
  - count
- Fancy yarns
- Problems down the line and their effect on the final product

fee: £275 + vat

# Woven fabrics – classification, production and analysis

This 2 day course will be of interest to those engaged in buying, merchandising, selection, specification and quality control in fashion, production and marketing.

The course covers woven fabric production, fabric design and construction, analysis and faults in fabrics; along with understanding specifications and their importance.

After attending the course, delegates should be able to recognise different fabrics types, their composition, ease of fault evaluation and correction, and understand specifications.

## Course content – 2 days

## Day 1

- Weaving terms and definitions
- Introduction to the weaving process
- Different types of weaving machinery
- Count of yarns from fabric
- Thread density (ends and picks per unit length)
- Fabric design and build
- Fabric geometry, construction and sett

## Day 2

- Colour & weave effects
- Fabric mass per unit area
- Analysis of woven fabrics for design and full remake particulars
- Physical characteristics of woven fabrics
- Fabric finishing with emphasis on different fabric and yarn types
- Fabric finishes
- Faults -their identification and evaluation
- Specifications
- The demands of care associated with different fabric types

fee: £525 + vat

## Introduction to knitwear

The newly revised two day course is primarily intended for buyers and quality controllers of knitted products in order to increase their awareness about the knitting process, makeup skills, knitted structures and quality issues.

The course will include practical demonstrations of knitwear construction along with hands-on sessions for delegates. The recognition of knitted structures and their analysis, pattern generation, shaping and fashioning will be covered along with the production of cut and sew products.

## Course content – 2 days

## Day 1

- The machine
  - knitting elements, needles, needle beds and cams
  - loop formation in knit tuck and miss
  - single bed/double bed
  - terms and definitions
- Yarn requirements for knitwear
  - count
  - spinning systems
  - twist
  - yarn count and gauge table
- Garment styles, production & costings
  - cut and sew
  - fully fashioned
  - whole garment
  - common garment shapes/layout explanation
  - common fit faults
- Snow Lotus Factory overview

## Day 2

- Knitted structures
  - jacquard
  - intarsia
  - plating
  - stitch transfer
- Knitwear finishing
  - milling
  - scouring
  - printing
- Quality aspects for knitwear
  - stitch length and dimensional stability
  - common Faults, review of bad samples
  - knitwear techniques in fashion garments
- Knitted structure analysis
  - analysis of weft knitted fabric
  - varn count
  - stitch length
  - course length
  - yarn path notations

fee: £575 + vat

## Introduction to nonwovens

This 2 day training course has been designed to provide essential background knowledge of nonwovens production, materials and properties. The principal methods of producing nonwovens will be discussed, the effect of process conditions on structure and properties and the suitability of nonwoven fabrics for various end-uses. Viewing different types of nonwovens machinery forms part of the course,

This course is suitable for both technical and sales personnel new to the Nonwovens Industry. It will also be on interest to suppliers and converters as well as users of nonwovens.

## Course content – 2 days

## Day 1

- Nonwovens industry overview
- Raw materials
  - origin
  - characteristics
  - properties
  - behaviour
  - performance
- Staple fibre preparation
  - preparation
  - opening
  - blending
  - waste recovery
- Web formation by
  - carding
  - cross-lapping
  - perpendicular-laying
  - air-laying
  - wet-laying
- Mechanical bonding
  - needle punching
  - stitch bonding
  - hydroentanglement

## Day 2

- Thermal bonding
- Chemical bonding
- Nonwovens from filaments
  - polymer specifications
  - spunlaid
  - meltblown
  - SMS and multi-layer structures
  - electrospinning and nanofibre production
- Fabric finishing
- Practical demonstrations
- Nonwoven product applications
- Nonwoven product evaluation
- Current trends and future developments

fee: £525 + vat

## Garment technology & making up

This 2 day course has been designed principally to give an understanding of garment production and the make-up chain.

The course is hands-on so delegates get a clear understanding of the different aspects of garment make up, including lay planning and pattern grading both manually and by computer.

Delegates will also get an understanding of sewing threads, seam types, needles and needle damage.

The emphasis of the course is to provide knowledge for those engaged in sourcing, retailing and quality control as much as for those in actual manufacturing in order for delegates to control dialogue with suppliers designed for all those involved in garment manufacturing including garment technologists, sourcing, retailing and quality control.

## Course content – 2 days

## Day 1

- industry overview
- garments and the manufacturing chain
- design concept
- preparation of a block pattern
- pattern adaptation
- practical sessions to augment the theory of design
- preparation of the block and pattern adaptation

## Day 2

- pattern grading demonstrations (manual)
- lay planning practical demonstrations and practical session
- computerisation in the Garment Industry
- seams
- needles and needle damage
- specifications
- Problems in sourced and already made garments

fee: £525 + vat

## **Dyeing, printing, finishing & finishes**

This two day course is aimed at providing a clear understanding of the whole range of textile processes available for both yarn and fabric; from the initial preparation processes through to dyeing, printing, finishing. The choice of colours and applied finishes will be discussed.

The course should answer such questions as:

Why is preparation important?

Which dye should be used for the job?

Cost implications?

What fabric properties do I want?

Expectations – are they achievable?

Will my customers demands be satisfied?

This course will be of huge value to all those involved with textiles, fashion, retail, buying, selection and merchandising, including designers and technologists.

## Course content – 2 days

## Day 1

- Aims, objectives and essential preparation of cotton and manmade fibres.
  - desizing
  - scouring
  - bleaching
  - mercerising
  - heat setting
  - singeing
- Application methods for preparation
  - batchwise
  - semi-continuous
  - continuous
- Principles and practice of colour application

## Day 2

- Dyeing
  - dyeing of natural and manmade fibres
  - different dyes to achieve the desired shade
  - physical and behavioural properties of dye classes
  - fixing the dyes
  - problem solving
- Colour fastness & faults
  - what is achievable and how to do it
  - test methods
  - faults
- Printing techniques & potential problems
  - screen
  - rotary screen
  - transfer
  - digital
- Fabric finishing
  - types of finishes
  - finishing methods

fee: £525 + vat

## Colour measurement

Managing colour from the design stage to the finished product can be a difficult activity as colour perception is subjective and can therefore be inconsistent. This course provides a basic yet comprehensive knowledge on many aspects of colour awareness, assessment and measurement.

The course will prove invaluable for those involved with colour assessment, colour quality monitoring and evaluation, should they be designers, merchandisers, product development specialists, quality control and anyone who uses colour in their work.

## Course content – 1 day

- Colour and appearance
- Language of colour
- · Seeing colour
- Colour by numbers
- Practical demonstrations
- Colour difference
- Colour measurement instruments
- Practical demonstrations
- Discussion

fee: £275 + vat

## Textile testing – four day modular course

This new modular course covers the range of textile testing from fibres, yarns, fabrics and understanding test results including statistical analysis and is essential for anyone involved with and who needs to understand textile specifications.

This will include technologists, buyers or merchandisers in any discipline from performance products, fashion, accessories, to household textiles and interiors.

Hands-on practical sessions in the testing labs at the University form part of some modules.

Delegates can pick and choose which modules they wish to take from the list below. Each module is of one day duration.

The cost per module is £295 + vat, discounts are available if more than one module is taken.

## Module 1 - Fibre classification, properties and practical identification

This module is suitable for all involved in textiles who need a thorough grounding in textile materials and knowledge of identification procedures. 'Hands-on' practice within the bounds of H&S is included when delegates are invited to bring their own samples for identification.

- classification of fibres
- broad outline of the production methods of the main fibres
- physical and behavioural characteristics
- introduction to fibre structure
- fibre identification procedures using microscopes
  - appearance
  - staining
  - chemical solubility
  - burning
- quantitative analysis
- fibre testing

fee: £295 + vat

## Module 2 - Yarn classification, properties and testing

- Classification of yarns
- Regain, moisture content, relative humidity and their effects
- Linear density: count, denier, tex and their determination
- Yarn regularity: classification, principles of measurement, analysis and meaning of results
- Yarn strength: straight, loop and knot measurement; analysis of load/extension
- Twist in yarns: measurement and expression of results; twist factors
- Miscellaneous tests: yarn hairiness, friction

fee: £295 + vat

## Module 3 - Fabric classification, testing and specifications

- Classification of fabrics, and recognition of fabric types
- Mass/unit area, thickness
- Sett, ends/picks and wales /courses; count of yarn from fabrics
- Nonwoven fabrics: determination of method of manufacture, tests related to nonwovens
- Strength testing: tear, strip, burst
- Pilling, abrasion, snagging
- Creasing and bending
- Seam slippage, seam strength
- Colour fastness & dimentional change/ fabric care
- Appraisal of results & specifications

fee: £295 + vat

## Module 4 - Understanding test results

The use of statistics in textile manufacturing is a sensible way of putting test results into perspective. Their use in monitoring and controlling production and so assuring quality is essential. The application of statistical analysis in drawing up and agreeing specifications saves time and money.

This course has been designed to take the sting out of statistics, thus giving confidence in their use. Worked examples and models are included.

- Sampling
- Important formulae
- Frequency distribution
- Process control
- Production monitoring
- Quality assurance
- Significance testing
- Practical analysis
- Cause and effect diagrams and simple
- correlation

fee: £295 + vat

## **Performance textiles**

This one day course has been designed to cover textile products that are engineered to meet intensive technical specifications related to high expectations of performance.

It will cover the basics of fibres, yarns and fabrics, their performance and behaviour. Topics to meet the needs of delegates will be selected from the list below. Laboratory testing demonstrations are also included.

This course will be of interest to technical and sales personnel involved in high performance clothing.

## Course content – 1 day

- Classification of textile fibres, yarns and fabrics
  - morphology of fibrous materials including microfibres
  - physical characteristics
  - chemical structure
  - behavioural properties
- Design and engineering of textile products topics will be taken from the following list:-
  - Optimisation of fabric performance (fibre choice, yarn and fabric construction to control shrinkage, distortion, pilling and snagging)
  - Water resistance (to include waterproof, water vapour permeability and the methods by which these are achieved, including fibre choice, fabric construction, membranes, and coatings including nano)
  - Warmth
    (the science of keeping warm, choice of material and product construction)
  - Flammability
     (fibre choice, fabric and product construction, coatings and treatments)
  - Comfort (fabric construction and the ergonomics of design)
- Testing laboratory demonstrations
  - water resistance, repellancy, water vapour transmission, wicking, evaporation and condensation, thermal insulation and flame resistance

fee: £325+ vat

## **Import essentials**

As an introduction to importing, this popular one-day course is run specifically for those new to importing.

It looks at all the essential elements involved including key topics such as tariff classification, customs procedures, paying duty and VAT.

The use of easy-to-understand terminology helps the importing newcomer to gain an invaluable foundation in the subject.

fee: £315 + vat

## **Export essentials**

This course is designed to offer basic grounding in export procedures. Covering the key points of exporting including export documentation and working with freight forwarders.

It is ideal for all newcomers to export and as an overview for those whose job has an export connection. Delegates will gain increased awareness and greater skills in understanding overseas requirements and export document procedures

fee: £315 + vat

## **Tariff classification explained**

Looks at the regulations relating to tariff classification and is an essential guide on how to read and understand the Tariff.

Designed for anyone involved in classifying goods whether for import, export or EU trade statistical purposes.

This one day workshop looks at the background to the tariff, the information in the UK Integrated Tariff of the UK and explains the structure of commodity codes (HS Codes).

The rules relating to tariff classification, using the classification helpline and Binding Tariff Information (BTI) rulings and international trade procedures related to commodity codes are also looked at. Also included is a brief look at the special provisions linked to commodity codes such as duty percentages, tariff suspension, preference and restrictions

fee: £315 + vat

## **Incoterms 2010 rules explained**

A full Day Incoterms 2010 training course. When ICC first introduced the Incoterms standard commercial terms in 1936 they caused a sensation in the international business world. Representing a radically new concept to bring coherence to a commercial and judicial systems that diverged widely from one country to another.

Since they were first introduced, the Incoterms rules have been revised about once a decade to keep up with the rapid expansion of world trade. Cargo security is now at the forefront of the transportation agenda for many countries.

This training course is a must for anyone involved in international trade. Ideal for both beginners and experienced professional who just want to up-date themselves on the new terms Incoterms 2010, which came into force on the 1st January 2011.

FCA, DAP, DAT, etc these are just 3 of the current 11 terms used internationally to determine buyers and sellers risks and responsibilities in international contracts. Failure to use them correctly puts your company at risk - and this is especially true of companies training under ExWorks or DDP terms.

This one day interactive course gives a clear explanation of each terms and has time for delegates to concentrate on their own requirements individually or in group sessions

fee: £315 + vat

## **2012 RITE Group Conference**

6th Annual Conference Wednesday 10th October 2012 Central Hall, Westminster, London.

MILAN – Green Carpet Challenge (GCC) founder Livia Firth will team up with British TV presenter, Observer journalist and author Lucy Siegle to host a special session at this year's **RITE Group conference** on sustainable textiles in London on October 10th.

The special session will look at raising the bar and profile of sustainable fashion and consumption. **The Green Carpet Challenge** (GCC) partners with A-list actors and designers to promote sustainable style at events such as the Academy Awards and the Golden Globes.

Famous design houses that have recently joined the GCC include Giorgio Armani, Gucci, YSL, Paul Smith, Valentino, Roger Vivier, Alberta Ferretti, Ermenegildo Zegna, Stella McCartney, Tom Ford and Dolce & Gabbana.

### speakers include:

**Mike Barry**, Head of Sustainable Business, Marks & Spencer

**Livia Firth**, Film producer, Founder Green Carpet Challenge

**Baroness Lola Young**, OBE, All-Party Parliamentary Group on Sustainable Fashion

Lucy Siegle, BBC broadcaster, The Observer

**Pavel Misiga**, Head of Unit, Sustainable Production and Consumption, European Commission

Mark Held, Secretary General, European Outdoor Group

**Cindy Rhodes**, CEO, Worn Again

**Guisy Bettoni**, C.L.A.S.S., Creativity, Lifestyle, Sustainable Synergy

**Mike Shragger**, Director, Swedish Fashion Academy

More speakers to be confirmed.

For further information please visit: www.ritegroup.org



The Network was established in 1997, jointly by the British Textile Technology Group, the University of Leeds and Nonwovens Report International.

The initiative came from Industry, who aired the view that as there was no official body or association for them to refer to, the Industry had no means by which they could meet up, discuss ideas and generally 'get to know' each other.

Hence the Nonwovens Network, became a 'loose association of like-minded people who would meet together twice a year at an annual dinner and annual seminar'.

The Network has over 180 members and has held several successful seminars and dinners, all attended by well over 100 members, their guests and associates.

#### 16th annual dinner

Thursday 6th December 2012

The dinner is being held at the usual venue of the Holiday Inn, junction 25 M62 at Brighouse, West Yorkshire.

The dinner is free to all members of the nonwovens network who have paid their annual subscription of £50.00.

Members are welcome to invite guests to the dinner and will be charged accordingly.

## membership

The cost of membership has not increased since the Network was formed in 1997. For £50.00, becoming a member of the Network entitles you to:

- free place at the annual dinner
- concessionary rates at the annual event and selected training courses
- entry onto the Nonwovens Network website

## www.nonwovensnetwork.com

For further details, please contact Dinah Wharton

tel: 0113 343 3758 or

email: d.j.wharton@leeds.ac.uk

## General information

#### How to book

If you are on the mailing list you will receive a copy of the training programme featuring all the courses and events scheduled for the current training year. Booking forms can be found at the back of this brochure and should be used to book a place on the courses listed.

You can also telephone, email or fax your reservation. Telephone bookings must be confirmed in writing.

Important: Bookings (and payment) for all courses should be sent to:

Dinah Wharton, EKT Manager Textile Training Group School of Design University of Leeds Leeds LS2 9JT

tel: 0113 343 3758 fax: 0113 343 3704

email: training@leeds.ac.uk

If you are not on the mailing list and would like to receive training updates, please contact Dinah Wharton at the above address. Should other members of your organisation wish to receive a copy, again, please let us know.

## Payment of fees

Where possible, payment (including VAT) should accompany a booking. All fees must be paid prior to attending an event. VAT invoices will be issued. Please make cheques payable to "University of Leeds".

Invoicing

If you have an account already set up with the University, we will be able to invoice you for course fees.

Companies who do not have an account set up and would like to be invoiced for course fees, please call us on 0113 343 3758 for further details of how to do this.

#### Cancellation

If notification of cancellation is received ten or more days before the event the fee(s) will be refunded less a 20% administration charge. No refund can be made for cancellations received at less than ten days' notice. Alternative nominees can be substituted for candidates who cannot attend. However, at the discretion of the University of Leeds, places may be transferred to the same course held at a later date in the current programme, if available.

#### All cancellations must be made in writing.

Should circumstances demand, The Textile Training Group reserves the right to modify or cancel any event featured in this brochure.

#### Terms and conditions

Trading terms and conditions are available on request.

#### Accommodation

The Textile Training Group has negotiated special rates at several hotels. Reservations can be made through the Textile Training Group on behalf of delegates.

Payment for hotel accommodation and any other expenses incurred other than those covered by the course fees are entirely the responsibility of the delegate.

#### Venue

The venues for the courses are usually held in the Leeds or Manchester area, depending on the subject matter of the course.

#### **Booking Form Booking Form** Course Title Course Title Course Date Course Date Title Title First Name First Name Surname Surname Position Position Company Company Address Address Postcode Postcode Telephone Telephone Fax Fax Email Email Fee (incl. VAT) Fee (incl. VAT) Payment Details Payment Details make Please cheques payable Please make cheques payable to to 'University of Leeds' 'University of Leeds' Please invoice my company\* Please invoice my company\* Please charge my credit card Please charge my credit card delete as appropriate (Mastercard/Visa) delete as appropriate (Mastercard/Visa) Card Number Card Number Card Security Number Card Security Number Name of Card Holder Name of Card Holder **Expiry Date Expiry Date** Signature Signature \* existing account customers only (please see page 24) \* existing account customers only (please see page 24) Please return to: Please return to: **Dinah Wharton Dinah Wharton EKT Manager EKT Manager**

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## **Booking Form**

Course Title
Course Date
Title
First Name
Surname
Position
Company
Address
Postcode
Telephone
Fax
Email
Fee (incl. VAT)
Payment Details  ☐ Please make cheques payable to  'University of Leeds'
☐ Please invoice my company*
Please charge my credit card delete as appropriate (Mastercard/Visa)
Card Number
Card Security Number
Name of Card Holder
Expiry Date
Signature

Please return to:

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<sup>\*</sup> existing account customers only (please see page 24)



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