

Company Details:

Company:	Registration No.:
First Name:	Last Name:
Address:	
Postcode:	Country:
Tel:	Website:
Fax:	Email:

Meeting Day:	Time From:	To:
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Choose your Meeting Room(s):

<input type="checkbox"/>	Conference room	No. Delegates
<input type="checkbox"/>	Boardroom (7-16 people)	£ 99.99 per hr/ £599.99 per day*
<input type="checkbox"/>	Meeting Room (2-6 people)	£49.99 per hr/ £299.99 per day*
<input type="checkbox"/>	Videoconferencing (+ call charges)	£129.99 per hr/ £199.99 out of hrs*

*Day= 8 hours

Meeting Room Price	£
Number of Hours	
Discounts	%
TOTAL after discount	£
Other Charges	£
TOTAL NET	£
TOTAL inc. VAT	£

Comments:**Payment Details**

<input type="checkbox"/>	By Bank Wire Transfer to eOffice 2000 Ltd	£
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Bank: HSBC (Holborn Circus, London)
 Sort Code: 40-03-28 Account No.: 01733044
 IBAN: GB46 MIDL 400328 0173 3044
 BIC: MIDLGB 2106U

(allow 5 working days for funds to be cleared)

<input type="checkbox"/>	By Credit Card (Please note a surcharge of £5.00 or 3% of the total, whichever greater, will apply to all credit/debit transactions)	£
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<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> Switch	<input type="checkbox"/> Solo	<input type="checkbox"/> Maestro
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Name on Card:		Card Number:	
3 Digit Sec No.:	Start Date:	Expiry Date:	Issue No.:

Signature:

Billing Address of Card:	Street:
City:	Postcode: Country:

I hereby authorise eOffice to debit my credit card for all sums arising out of this reservation

Cancellation Terms – More than five (5) days notice: No Charge
 – Less than five (5) days notice: Full Charge

Date:	Signature:
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All prices subject to 20% VAT- Additional service charges may be incurred in relation to the provision of this service.