

eOffice® Conference - Meeting Booking Form - London Soho

Company Details:

Company:	Registration No.:
Address:	
PostCode:	Country:
Tel:	Website:
Fax:	eMail:

Personal Details:

First Name:	Last Name:
Address:	
PostCode:	Country:
Tel:	eMail:

Meeting Day: / / 2008	Time: From:	To:
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Conference - Boardroom E1/E5 (2-18 people)	£79.99 per hour / £569.99 per day*
Meeting Room E4 (2-8 people)	£59.99 per hour / £439.99 per day*
Meeting Room E2/E3 (2-6 people)	£39.99 per hour / £299.99 per day*
Interview room (2-4 people) - members only	£19.99 per hour / £199.99 per day*
Videoconferencing (+ call charges)	£129.99 per hour / £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:

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Payment Details

<input type="checkbox"/> By Cheque in £ Sterling (payable to eOffice 2000 Ltd) <small>(allow 5 working days for funds to be cleared)</small>	£
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<input type="checkbox"/> By Bank Wire Transfer to eOffice 2000 Ltd <small>(allow 5 working days for funds to be cleared)</small> Bank: HSBC (Holborn Circus, London) Sort Code: 40-03-28 Account N.: 01733044 BIC: MIDLGB 2106U IBAN: GB46 MIDL 400328 0173 3044	£
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<input type="checkbox"/> By Credit Card (3% surcharge will be applied to all credit card transactions)	£
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<input type="radio"/> Visa <input type="radio"/> Master <input type="radio"/> Switch <input type="radio"/> Solo <input type="radio"/> AMEX	Card Number:
3 Digit Sec. n <small>(4 Digit Sec. n for AMEX)</small>	Expiry Date:
Name:	Signature:

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

Cancellation terms (Members) > 24 Hours Notice: 50% Total Cost; Within 24 Hours Notice: 100% Total Cost.
Cancellation terms(Non Members) < 48 Hours Notice: 100% Total Cost, < 7 days notice and > 2 days: 50% Total Cost.
All prices subject to 17.5% VAT- Additional service charges may be incurred in relation to the provision of this service

Date:	Signature:
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