

# eOffice® Conference - Meeting Booking Form - London Soho

**Company Details:**

<b>Company:</b>	<b>Registration No.:</b>
<b>Address:</b>	
<b>PostCode:</b>	<b>Country:</b>
<b>Tel:</b>	<b>Website:</b>
<b>Fax:</b>	<b>eMail:</b>

**Personal Details:**

<b>First Name:</b>	<b>Last Name:</b>
<b>Address:</b>	
<b>PostCode:</b>	<b>Country:</b>
<b>Tel:</b>	<b>eMail:</b>

<b>Meeting Day:</b> /    / 2009	<b>Time: From:</b>	<b>To:</b>
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<b>Conference - Boardroom E1/E5 (2-18 people)</b>	<b>£99.99 per hour / £599.99 per day*</b>
<b>Meeting Room E2/E3/E4 (2-6 people)</b>	<b>£49.99 per hour / £399.99 per day*</b>
<b>Interview room (2-4 people) - members only</b>	<b>£19.99 per hour / £199.99 per day*</b>
<b>Videoconferencing (+ call charges)</b>	<b>£129.99 per hour / £199.99 out of hrs*</b>

*\*Day = 8 Hours*

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

**Comments:**

**Payment Details**

**By Bank Wire Transfer to eOffice 2000 Ltd** **£**

(allow 5 working days for funds to be cleared) **Bank: HSBC (Holborn Circus, London)**  
**Sort Code: 40-03-28 Account N.: 01733044**  
**BIC: MIDLGB 2106U IBAN: GB46 MIDL 400328 0173 3044**

**By Credit Card (3% surcharge will be applied to all credit card transactions)** **£**

<b>O Visa O Master O Switch O Solo O Maestro</b>	<b>Card Number:</b>		
<b>3 Digit Sec. n:</b>	<b>Start Date:</b>	<b>Expiry Date:</b>	<b>Issue n:</b>
<b>Name:</b>	<b>Signature:</b>		

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 15% VAT- Additional service charges may be incurred in relation to the provision of this service

<b>Date:</b>	<b>Signature:</b>
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