

eOffice[®] Conference - Meeting Booking Form - Manchester

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 Room (max 88 theatre style)	No. Delegates
Boardroom (max 14) - Dainese Room (max 12)	£59.99 per hour / £399.99 per day*
Meeting Room (2 - 6 People)	£34.99 per hour / £249.99 per day*
Videoconferencing (+ call charges)	£99.99 per hour / £149.99 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 Cheque in £ Sterling (payable to eOffice 2000 Ltd) (allow 5 working days for funds to be cleared)	£
<input type="checkbox"/> By Bank Wire Transfer tr 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 IBAN: GB46 MIDL 400328 0173 3044	£
<input type="checkbox"/> By Credit Card (3% surcharge will be applied to all credit card transactions)	£

<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 (4 Digit Sec. n for AMEX)	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

Signature:

Date:
