

# eOffice<sup>®</sup> Conference - Meeting Booking Form - UK

**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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	No. Delegates
Conference Room (e1) (max 100 theatre style)/Boardroom (e2)	
Boardroom (e3/e4) (max 20 ppl) (e3/e4)	£59.99 per hour / £399.99 per day*
Meeting Room (e5/e6) (2 - 6 ppl)	£34.99 per hour / £249.99 per day*
Interview Room (e7/e8) (2 - 4 ppl) - members only	£19.99 per hour / £149.99 per day*
Videoconferencing (e4) (+ call charges)	£99.99 per hour / £149.99 out of hrs*

\*Day= 8 Hours

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

**Comments:****Payment Details**

**By Bank Wire Transfer to** £

**Bank:** HSBC (Holborn Circus, London)  
**Sort Code:** 40-03-28    **Account N.:** 01733044  
**IBAN:** GB46 MIDL 400328 0173 3044  
**BIC:** MIDLGB 2106U

(allow 5 working days for funds to be cleared)

**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"/> Maestro	<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>		

**Billing Address of Card (street, city, state, postal code, country)**

**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

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