

“2004 - A year of Change” Seminar Booking Form

Lawspeed Limited
6-7 Dubarry House
Hove Park Villas
Hove
BN3 6AF

Please complete and return this form by fax (to **01273 236232**) or post (to address above) to reserve your place.

details

Price per Delegate: £165 + vat (£193.88) includes Q & A, handouts and refreshments

Registration	Afternoon
First Session	1:00 pm
Tea and Coffee Break	1:30 – 3:00
Second Session	3:00 – 3:15
Question and Answer Session	3:15 – 4:30
	4:30 – 5:00 (End time is an indication only)

seminar booking confirmation

LAWSPPEED SEMINAR REF: AS/EEA/04

LAWSPPEED VAT NO: 723 2879 25

COMPANY NAME:			
FIRST DELEGATE:			POSITION:
SECOND DELEGATE:			POSITION:
THIRD DELEGATE:			POSITION:
HOW DID YOU HEAR ABOUT THIS?	PHONE <input type="checkbox"/> EMAIL <input type="checkbox"/> FAX <input type="checkbox"/> POST <input type="checkbox"/> WEBSITE <input type="checkbox"/> MAGAZINE <input type="checkbox"/>		
DELIVERY ADDRESS: (this must be the card-holder's address if you are paying by credit card)			
TEL NO:			
EMAIL:			
VENUE:	DATE	LOCATION	VENUE PLEASE TICK
	Tuesday 11 January 2005	London	RIBA <input type="checkbox"/>
	Friday 21 January 2005	London	RIBA <input type="checkbox"/>
TOTAL NUMBER OF TICKETS:	TOTAL PAYMENT (Incl. VAT): £		
SIGNED:			
PAYMENT METHOD:	CHEQUE <input type="checkbox"/> BACS <input type="checkbox"/> CHAPS <input type="checkbox"/> CREDIT CARD (please call us) <input type="checkbox"/> [a credit card will incur a 5% admin fee]		
CARDHOLDER'S NAME:			
CREDIT CARD NUMBER:	EXPIRY DATE:		

Please make cheques payable to Lawspeed Limited. Confirmation and directions will be sent to you by return.

If you have any questions please email info@lawspeed.com or call us on **01273 236236**.

All bookings are in accordance with our terms and conditions, which can be found at

www.lawspeed.com/orders/terms_and_conditions.htm

Cancellations must be received 14 days prior to the relevant seminar in order to qualify for a full refund

Please note that places cannot be confirmed until we have received payment in full.