

# Booking Form

Architect's Practice Name: .....

Address: .....

Telephone Number: .....

Contact Name: .....

Email Address: .....

Please indicate the session you wish to attend on the 29<sup>th</sup> September 2010

9.30am – 11.30am

12.30pm – 2.30pm

3.30pm – 5.30pm

<u>Name of delegate/s</u>	<u>Position in Practice</u>	<u>Total</u>
.....	.....	@ FOC
.....	.....	@ £185.00 + VAT
.....	.....	@ £185.00 + VAT
.....	.....	@ £185.00 + VAT

Total Cost = £.....

**\*Please note only one complimentary place per practice.**

All complimentary delegate places are strictly first-come first-served basis on the receipt of a completed booking form. You will be notified by e-mail immediately if your complimentary application has been accepted, so please make sure your email address is legible when completing the form

→ These Seminars are normally very oversubscribed, so by completing the booking form, you are acknowledging our terms and conditions should you cancel your place. Non-attendance of delegates, who have been successful in receiving a complimentary place, will be charged the full delegate rate of £185.00. We only accept a cancellation by email 48 hours prior to the Seminar commencement date. This will ensure that no fees are applicable in such circumstances.

**Please return by FAX to 01732 868277 to secure your place**

**or email your form to [justina@bbvat.co.uk](mailto:justina@bbvat.co.uk)**

Please make all cheques payable to **Berthold Bauer VAT Property Consultants Ltd** and post with the attached form to Lucy Digney, Berthold Bauer VAT Consultants, The Old Goat House, Dencross Farm, Edenbridge, Kent. TN8 5PN

Alternatively, by BACS: Sort Code: 18 00 02 Account Number: 059220381