

# Booking Form

## Transforming Services for Disabled Children and Their Families Conference

Wednesday 28th January 2009 – Central London

### Easy ways to book



FAX your completed form to 0870 165 8989



ONLINE [www.capitaconferences.co.uk](http://www.capitaconferences.co.uk)



POST your completed form to:  
Capita Conferences Administration, 17 Rochester Row, London SW1P 1LA



ENQUIRIES 020 7808 5252

**\*\*Book a 3rd delegate @ 1/2 price**  
This offer may not be used in conjunction with other discounts

BOOKING REF CODE: EMMK1

### DELEGATE DETAILS (Please use BLOCK CAPITALS and complete in full) Correspondence address

Organisation
Address
Post code

### Invoice address (if different from above)

Surname	Title
Forename	
Job Title	
Organisation	
Address	
Post code	
Telephone	

### 1st Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Email	
Telephone	
Fax	
Dietary/Access requirements	

### 2nd Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Email	
Telephone	
Fax	
Dietary/Access requirements	

### Payment details

Transforming Services for Disabled Children and Their Families Conference (28.01.09)

**Public Sector (non Central Govt) @ £350.00 (£411.25 inc. VAT)** No. of delegates

**Central Govt and Agencies @ £445.00 (£522.88 inc. VAT)** No. of delegates

**Private Sector @ £545.00 (£640.38 inc. VAT)** No. of delegates

**\*\*Concessionary Discount @ £195.00 (£229.13 inc. VAT)** No. of delegates

Only charities registered with the Charity Commission are eligible for this discount.

Charity Commission Registration No.

### Please indicate which Stream you would like to attend

Stream A  Stream B  Stream C

TOTAL NUMBER OF DELEGATES

TOTAL COST £

Cheque enclosed

Please invoice me

Your Purchase order/Reference number

Please note that we will issue an invoice upon receipt of booking. We cannot apply numbers at a later date.

Credit/Debit card payments – **On receipt of your invoice**

Call our credit card hotline 0870 160 7630

or make an online payment at: [www.capitafinance.co.uk](http://www.capitafinance.co.uk)

**I have read the terms and conditions and understand the cancellation policy.**

Signature

### Documentation\*

If you are unable to attend the event but would like to receive the supporting documentation, this can be supplied as either a hard copy (by post) or a PDF file (supplied by email). Please post or fax this form with contact, address and payment details. Transforming Services for Disabled Children

Please send me	<input type="checkbox"/>	PDF @ £95 - plus VAT (£111.63 total)	NB: Documentation will be sent out after the event.
	<input type="checkbox"/>	Paper @ £95 - VAT not applicable	

### Methods of payment

All payments must be received before the Conference date.

**By Cheque:** Payable to

**CAPITA BUSINESS SERVICES LTD.**

Please ensure delegate name(s), organisation and invoice number are written on the back.

**By BACS:** Bank: Barclays Bank Plc. Sort Code:

20-67-59. Account No: 60864978. Account Name: Capita Business Services Ltd. BACS remittance forms required as payment confirmation.

**By Credit/Debit card:** On receipt of your invoice

– Call our credit card hotline 0870 160 7630 or make an online payment at: [www.capitafinance.co.uk](http://www.capitafinance.co.uk)

Please send payments to: Capita Business Services Ltd. Accounts Receivable, 1st Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF and quote **CONFERENCE X0193**

A VAT invoice will be issued on receipt of payment. VAT No: 618 1841 40

### Change of details

Have your details changed, are they incorrect or you do not wish to receive any future mailings? Please email: [conference.events@capita.co.uk](mailto:conference.events@capita.co.uk) quoting the booking reference code on the mailing label. Our conferences are mailed in advance so there may be a short delay in your details being changed.

### Hotel accommodation

The conference fees do not include accommodation. For special accommodation rates, please contact Capita Business Travel on Tel: 0871 521 9816 or email [capexternal@capita.co.uk](mailto:capexternal@capita.co.uk) You must quote the title of the Conference for preferential rates.

### Documentation

\*Invoices issued after the event when order processed. Payment by credit/debit card or BACS can be made upon receipt of invoice. If paying by cheque, invoice will act as a receipt.

### Discounts

\*\*Special offers may not be used in conjunction with other discounts.

### Terms & conditions

**Venue and registration details** will be sent within 14 days of the event date. We cannot be held responsible for non arrival of this information, if you have not received within 7 days of the event date, please call us on 020 7808 5252.

**Cancellations** confirmed in writing 14 days before the conference date will be refunded, minus an administration fee of £50.

We regret that no refund can be made after that date, although substitutions can be made at any time.

Capita are not able to offer refunds for cancellations arising from events outside of our control.

**Programme Amendments:** Capita reserves the right to alter the programme or venue without notice due to unforeseen circumstances.

### Data protection

Capita Business Services Ltd may use your details to send you information about our further conferences and services. If you would prefer not to receive this information, please tick this box.

Personal data provided on this form will not be passed to any external bodies.

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