



# Public Procurement: Global Revolution IV

19<sup>th</sup> – 20<sup>th</sup> April 2010, University of Nottingham, UK

## Booking Form

### 1. Delegate details (Please use BLOCK CAPITALS)

#### Delegate 1

Title Forename Surname

Job title

Delegate email

To enable us to confirm your booking as efficiently as possible please supply us with your email address

#### Delegate 2

Title Forename Surname

Job title

Delegate email

To enable us to confirm your booking as efficiently as possible please supply us with your email address

### 2. Contact details (Please use BLOCK CAPITALS)

NB Invoice will be sent to the contact name and joining instructions to the delegate(s).

Title Forename Surname

Job title

Company

Address

Postcode

Telephone Fax

Contact email

To enable us to confirm your booking as efficiently as possible please supply us with your email address

### 3. Payment details (Please tick one of the following payment options)

- £395 General Rate (VAT exempt)
- £145 Special Academic rate
- £350 CD-Form Documentation (Vat exempt)
- Cheque enclosed (made payable to Achilles Information Limited)
- Please charge my credit/debit card  Delta/Maestro  Mastercard  Visa

Card number CVV number

Valid from Expiry date Issue number

Cardholders name

Cardholders signature

Please invoice.

Purchase order no.

I confirm the above booking and agree to the terms and conditions as stated.

Signed: Date:

### How to book

Please complete the booking form and send back via:

01235 821093

events@achilles.com

Conferences, Achilles Customer Payments, PO Box 501, Abingdon, Oxon, OX14 9AG

Call Conferences on 01235 838176 to book with a credit card or to make a provisional booking

Achilles reserves the right to amend the programme without notice.

### Cancellation Policy

Where a firm booking has been accepted and is cancelled by the customer, the customer will be liable for the following charges: for cancellations received between four and two weeks prior to the event date the fee will be refunded - less a 10% administration charge; within two weeks to one week prior to the event date the fee will be refunded - less a 30% administration charge. Within one week of the event, the full fee is payable. This also applies for failure to attend the event. Substitutions may be made at any time.

### Payment Terms

Payment is required within 28 days of the invoice date for bookings made more than 42 days before the event. For bookings made within 42 days of the event payment is required at least 14 days prior to the event. For bookings within 14 days of the event immediate payment is required. The organisers have the right to cancel any booking when these payment conditions are not met in order to release places for other delegates and to refuse admission on the day without prior notice when payment has not been made.



### Achilles Information Limited

30 Park Gate Milton Park Abingdon Oxon OX14 4SH UK

T: +44 (0)1235 838176 F: +44 (0)1235 821093 E: [events@achilles.com](mailto:events@achilles.com)

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