

Oxford Retail Masters Forum 5-8 March 2012

Please reserveplaces at £2295 plus vat per delegate

Company Name:

Address:

Postcode

Telephone Number:

Fax Number:

Contact Name:

Position:

E-mail:

Signature

Date

bira membership number
(if applicable)

Delegate name(s)

Job Title

Delegate name(s)	Job Title

Conditions of Booking

1. All course bookings must be confirmed in writing by way of a completed booking form or fax-back form. bira will acknowledge receipt with a vat invoice or letter.
2. Full payment of course fees, including vat, must be received by bira six weeks prior to the start of the School (where possible).
3. Substitutions for delegates will be accepted, but bira must be notified in advance of the commencement date.
4. All cancellations made by a company/delegate must be notified to bira in writing. The following cancellation fees will apply:

Cancellation received 4-8 weeks prior to the School:	50% will be charged
Cancellation received within 4 weeks of the School:	100% will be charged

Deposit is non-refundable for any Confirmed Bookings that are cancelled.
5. Upon written receipt of a company's or delegate's cancellation bira will issue a credit note against the original invoice, including VAT, minus the cancellation fees (as detailed above).
6. bira reserves the right to cancel training courses, seminars or other events due to unforeseen circumstances, in which case companies will receive a full refund of all monies paid.