

BOOKING FORM

Half day Event

Event title and reference number: _____

Name of delegate: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____

Fax: _____

Email address essential to ensure you receive joining instructions. _____

Signature: _____

Official order no (if applicable): _____

Payment details - please tick the relevant box:

I have enclosed a cheque for £47.50 + VAT (payable to RTPI North East Region)

Deduct the place from our season ticket (please give the name of the season ticket purchaser)

Please invoice me for payment

Please invoice me for payment – After April 5th2012

Invoice address, name of contact if different from above and email address for invoice delivery.

Name recipient _____

Address _____

E:mail address for invoice: _____

If you have any special dietary or access requirements, please email these to us and we will do our best to accommodate your request.

Booking forms can be

Post to: RTPI North East Region, PO Box 116, NE20 9YN.

Email to: Kay.lough@rtpi.org.uk or northeast@rtpi.org.uk
Telephone 01661 871 719

Cancellation policy: The following charges will be made:

7-11 working days prior to the event	A charge of 50% of the fee will be made unless transferring to another seminar
<6 days prior to the event	No refund or transfer available.