



Thursday 21st June 2012. Forest of Arden Hotel, Meriden, Birmingham, CV7 7HR

Table Booking Form

Please complete the details below and send your form to Nichola Munn:

fax: 01622 757646 or email: nmunn@datateam.co.uk

I wish to book place(s) at the dinner:

- Individual place(s) @ £ 125.00+VAT**
 or Table(s) of 10 @ £ 1200.00+VAT

TOTAL PRICE: £.....

Booking and Payment Terms:

1. Payment must be made prior to the event and any late payment will incur a 10% surcharge.
 2. Any person booked into the gala dinner may substitute a colleague at any time, but wherever possible, please inform Nichola Munn on 01622 699170 beforehand.
 3. Cancellations will be accepted up to one month prior to the event, in writing, without penalty.
 4. Cancellations between 15-28 days prior to the event will be charged 50% of the total invoice without exception.
 5. Cancellations up to 14 days before the event will be liable for 100% of the cost without exception.
- Your completion of this form constitutes an acceptance of the above cancellation charges.*

Contact Details:

Full Name:		Job Title:	
Company Name:			
Address Line 1:			
Address Line 2:			
Town/City:			
County:			
Postcode:		Tel:	
Email:			
Contact 2:			
Contact 2 Email:			
Signature:		Date:	

Invoice Details:

Please provide us with a P/O number to cover this booking:

For office use only:

Purchase Order			
Amount:	100 %	£	Invoice Date
Rep:	Approved:		Invoice Number