

**SUPERVISION & RELATIONSHIP BASED PRACTICE – 7TH DECEMBER 2011
CONFERENCE BOOKING FORM**

Please book on-line at: www.in-trac.co.uk or if you prefer please complete this form and return to us at the following address:

In-Trac Training and Consultancy Ltd,
PO Box 74, Haslemere, Surrey GU27 2YP

Full Name
Title..... Position.....
Organisation
Address
..... Postcode
Tel Fax
E-mail:

(Please write clearly)

Any particular requirements (access, loop system, dietary etc)

.....
COST (including lunch, refreshments and delegate packs) £65 + £13.00 VAT
Total £78

1. I enclose a cheque payable to In-Trac Training & Consultancy Ltd for: £
OR

2. I wish to pay In-Trac Training & Consultancy Ltd by:

MasterCard Visa Maestro
(please tick as applicable)

For place(s)

Card No:

Valid From / Expiry Date / Issue No (Maestro)

Security Code (last 3 digits) Postcode for Card

Total £

Signature

Please Print Name



PTO

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OR

3. If other than participant named above please send invoice to:

Full Name

Title Position

Organisation

Address

..... Postcode

Tel Fax

E-mail

Purchase Order No (if applicable):

Terms and Conditions of Booking

ALL PAYMENTS MUST BE RECEIVED BEFORE THE CONFERENCE TAKES PLACE.

Cheques should be made payable to: In-Trac Training & Consultancy Ltd. If payment is not received prior to the Conference date, we reserve the right to levy an additional administration charge of £50.00 per delegate.

Cancellations: Refund of payment will only be made if notification is received ONE CALENDAR MONTH before the event takes place. We are happy to accept substitute delegates provided that any change is notified to us in advance to allow us to provide for any dietary, access or information needs.

Data Protection: The information you provide on this booking form will be held on a database to process the confirmation of your place. We will also retain your contact details so that we can keep you up to date with relevant conference and training events provided by us. We will not pass your details on to any other company. Please check the box if you do not wish us to retain your contact details .

Programme changes: The organisers reserve the right to change the venue, programme and/or speakers. Please note: we cannot be held responsible for delegates being unable to attend due to disruption of transport or strike action.

Please indicate how you found out about this event:

Direct Mail Insert in Publication Advert Internet Other

Tel/Answerphone: 01428 641425 Fax: 01428 656476 E Mail: info@in-trac.co.uk



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