

Booking Form

Self-Directed Support Scotland

Monday 20th May 2013 - Edinburgh

BOOKING SOURCE CODE: EMOSC1

DELEGATE DETAILS (Please use BLOCK CAPITALS and complete in full)

Correspondence Address

Organisation
Address
Postcode

1st Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	


2nd Delegate


Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	


3rd Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	

EASY WAYS TO BOOK

 FAX your completed form to 0870 165 8989

 EMAIL conference.events@capita.co.uk

 POST your completed form to:
Capita Conferences Administration, Ground Floor,
17-19 Rochester Row, London, SW1P 1LA

Book a 3rd
delegate @
1/2 price

This offer may not be
used in conjunction
with other discounts

 ENQUIRIES 020 7960 7719

conference.events@capita.co.uk

PAYMENT DETAILS

Public Sector @ £350.00 plus VAT No. of delegates

Private Sector @ £545.00 plus VAT No. of delegates

*Concessionary Discount @ £225.00 plus VAT No. of delegates

**Discounts cannot be combined*

Only charities registered with the OSCR are eligible for this discount.

Patient Groups and Older People's Forums are eligible for this discount.

TOTAL NUMBER OF DELEGATES

Scottish Charity No.

TOTAL COST £ _____

Your Purchase Order/Reference Number _____

INVOICE ADDRESS

Surname	Title
Forename	
Job Title	
Organisation	
Address	
Postcode	Telephone
Email	

Payment terms are 30 days and payment must be received before the conference date.

We will issue an invoice upon receipt of your booking and payment can be made: online by credit/debit card; BACS or cheque.

I have read the terms and conditions and understand the cancellation policy

Signature required

Purchase of Delegate Pack

PDF Electronic Version @ £95 – plus VAT

Hard Copy Paper @ £95 – no VAT

Invoices issued after the event when order processed. See payment options below.

PAYMENT INFORMATION

Payments to CAPITA BUSINESS SERVICES LTD.

Bank: Barclays Bank Plc

Sort Code: 20-67-59

Account No: 60864978

Email remittances:

csremittances@capita.co.uk or fax
to 020 7504 3551

Please send payments, quoting conference code

SC05131 to: Capita Business Services

Ltd. Accounts Receivable, PO Box 212, Faverdale

Industrial Estate, Darlington DL1 9HN.

A VAT invoice will be issued on receipt of payment

VAT No: 618 1841 40

HOTEL ACCOMMODATION

The conference fees do not include accommodation.

For discounted accommodation rates, please

contact Capita Business Travel on Tel: 0871 521 9816

or email capexternal@capita.co.uk. Please quote the

title of the Conference for preferential rates.

TERMS & CONDITIONS

CANCELLATIONS confirmed in writing 14 days before the conference date will be refunded, minus an administration fee of £50.

We regret that no refund can be made after that date, although substitutions can be made at any time.

Capita are not able to offer refunds for cancellations arising from events outside of our control.

VENUE AND REGISTRATION DETAILS will be sent within 14 days of the event date. We cannot be held responsible for non arrival of this information, if you have not received within 7 days of the event date, please call us on 0870 400 1020.

PROGRAMME AMENDMENTS Capita reserves the right to alter the programme or venue without notice due to unforeseen circumstances.

CHANGE OF DETAILS

Have your details changed, are they incorrect or you do not wish to receive any future mailings? Please email: conference.events@capita.co.uk.

DATA PROTECTION

Capita Business Services Ltd may use your details to send you information about our further conferences and services. If you would prefer not to receive this information, please tick this box.

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