

YEAR 2010 DISCOUNT COURSE AND LUNCHEON VOUCHERS

Books of 2010 course vouchers are now on sale for £465.30 (including VAT). A book contains eight vouchers, each one entitling attendance at a half-day course. Also for 2010 books of eight discounted luncheon vouchers may be purchased for £42.30 (including VAT). Use the booking slip below to purchase books of vouchers. Please note that all bookings made for lunch should be made in advance.

See overleaf for Booking Terms and Conditions

To: Maurice Whiteley, SWSCA Courses Organiser, Nash House, 16 Swain Street, Watchet, Somerset TA23 0AB

I wish to purchase book(s) of discount vouchers @ £465.30 (including VAT) per book

I wish to purchase book(s) of discount luncheon vouchers @ £42.30 (including VAT) per book

A cheque is enclosed for £

A VAT invoice will be issued on receipt of cheque. Please make cheques payable to **SWSCA**.

Firm/Company..... Address.....

Tel No

Contact Name

SWSCA COURSES BOOKING FORM 2010 (Please complete a separate booking form for each course)

To: Maurice Whiteley, SWSCA Courses Organiser, Nash House, 16 Swain Street, Watchet, Somerset TA23 0AB

Course

Please reserve places for the above course on

Lunch(s) required * No. of vouchers enclosed: Course Luncheon

Name Name

ICAEW Membership No ICAEW Membership No

Name Name

ICAEW Membership No ICAEW Membership No

Firm/Company Address

Tel No

Contact Name

* LUNCHESES

When two courses are being held at the same venue on the same day arrangements have been made with the venue to supply a sandwich lunch for those who would like it. (Please note that the standard and content of the lunch provided can vary from one venue to another). The taking of lunch is optional and delegates may wish to make their own meal arrangements.

BOOKINGS SUMMARY FOR PAYMENTS BY CHEQUE

Number of courses booked in this application			£
Total number of delegate places	@ £77.55	=	
Total number of lunches required	@ £ 7.05	=	_____
Total remittance as per cheque			=====

A VAT invoice will be issued on receipt of cheque. Please make cheques payable to **SWSCA**.

SWSCA COURSES
BOOKING TERMS AND CONDITIONS

REMITTANCE FEES AND VAT

Remittances for course fees including VAT, or discount voucher(s), should accompany booking forms. All bookings will be dealt with in order of receipt.

BOOKING CONDITIONS

On receipt of your booking form an acknowledgement will be forwarded to you. If you have not had confirmation of your booking one week before the date of the course, please telephone 01984 634300 to make sure that your booking form has been received. Variable postal conditions might delay your application or joining instructions.

CANCELLATIONS

If you cancel within three working days of the event, your course fee will not be refunded.

If you cancel four working days or more before the event, we will refund your course fee less an administration fee of £10 + VAT.

If the course has been booked using a discount voucher then the voucher will be returned once the administrative fee for cancellation has been paid.

The cost of lunch, if booked, will also not be refunded if cancelled within three working days of the event.

IF WE CANCEL

It may be necessary to cancel or postpone due to unforeseen circumstances. If we cancel, our liability will be limited to a refund of the course fee.

DOCUMENTATION

Course documentation can only be provided to those who book to attend the course.

CHANGES TO THE PROGRAMME

We reserve the right to make changes to any event without notice.

PERSONAL BELONGINGS

We cannot be responsible for any personal belongings.

