

# booking form - legal

## 1.ONLINE

Book online at  
www.prosols.uk.com

## 2.POST

Professional Solutions  
307-308 High Holborn  
The Dutch House  
London, WC1V 7LL

## 3.TELEPHONE

020 7242 6627

## 4.FAX

020 7904 3976

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Booking Contact: \_\_\_\_\_ Job Title: \_\_\_\_\_

eMail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Course: \_\_\_\_\_ Date dd/mm/yyyy: \_\_\_\_\_

Delegate Name: \_\_\_\_\_

Delegate eMail: \_\_\_\_\_ Job Title: \_\_\_\_\_

Total incl. VAT (17.5%): \_\_\_\_\_

Please select those other areas you would like more information on:

Commercial Law  Property Law  Family Law  Criminal Law  Practice Management  Business Courses

Please invoice me at the above address quoting reference: \_\_\_\_\_

Please me invoice me at this address: \_\_\_\_\_

\_\_\_\_\_ quoting reference number: \_\_\_\_\_

I am posting a cheque. Please hold my provisional booking.

Please debit my Visa / Mastercard / Maestro for £

Card No:

Start Date:    Expiry Date:    CSV:    Issue No (Maestro Only):

Full name on card: \_\_\_\_\_

### Cancellations

All cancellations must be made no later than 14 working days before the date of the event in writing to the address above. All cancellations are subject to an administration charge of £50+VAT per delegate, which will be deducted from any due refund or invoice, whichever is appropriate. Professional Solutions regrets that no cancellations are acceptable within 14 days of the event date but a substitute delegate can be nominated at no extra cost. Professional Solutions reserves the right to make changes to the programme, location and/or speakers without prior notice. Professional Solutions will not offer refunds to delegates due to a terrorist alert or incident unless the event is cancelled. In this instance, Professional Solutions will retain up to 50% of the event fee to cover marketing and administration costs.

### Confirmation

Once we have received confirmation of your booking in writing, we will send you an email confirmation, please look out for this both in your inbox and junk mail. A e-nvoice will be attached were appropriate. **All invoices and outstanding accounts must be settled before the date of the event.** CPD and attendance certificates will only be made available on settlement of all outstanding fees. If you have not received confirmation of your booking within 14 days of the event date please contact us on 020 7242 6627. We cannot be held responsible for the non-arrival of information.

### Data Protection

By registering for an event, Professional Solutions can provide you with information in a timely fashion relating to your booking and other PSSS related products or services via email or direct mail. Please write to us at the above address if you do not want to receive this information.

By submitting this form you agree to abide by these terms and conditions.

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