

TABLE RESERVATIONS BOOKING FORM

HOW TO BOOK YOUR TICKETS

By Mail or Fax: Complete the registration form below.

ALL ENQUIRIES & BOOKINGS

Complete your booking form and return to the address below, or call/email for any enquiries concerning your reservation to:

Caroline Prescott
 Buying Business Travel Diamond Awards & Christmas Ball
 PO Box 28970, London SW14 8XH
 Tel: 020 8876 1881
 Fax: 0870 429 9275
 Email: cprescot@westrade.co.uk

1. Please enter your company details:

Company Name:	
Form completed by:	
Address:	
Postcode:	
Tel:	Email:

2. Please complete your ticket requirements below

Quantity	TABLES FOR 10 PEOPLE	Total Cost inc VAT
	@ £1,990 + 17.5% VAT (£348.25) = £2,338.25	£
	INDIVIDUAL TICKETS	
	@ £199 + 17.5% VAT (£34.83) = £233.83	£
	TOTAL DUE inc VAT	£

Note: A VAT invoice will be supplied with your confirmation

3. Payment: Please indicate how payment is made

Cheque enclosed payable to 'BBT Awards' Please send me an invoice for payment

Please debit my Visa/Mastercard/Diners/American Express card for the amount due:

Card Number

Card Holder Name _____

Expiry Date on Card: / / Security Code: _____ (3 digit code on back of card)

Data Protection: The organisers of Buying Business Travel Diamond Awards and Christmas Ball may at times wish to send you promotional items. Please indicate if you would prefer not to receive such information.

Booking Conditions and Cancellation Policy

Cancellation fee: 25% bookings cancelled before 1st September
 50% bookings cancelled after 1st September
 100% bookings cancelled after 1st November

Payment is 30 days after invoice.

