

# REGISTRATION

## Payment Details

**For bookings received by 13th March:**

- £375 + VAT (£440.63)  
 £1,125 + VAT (£1,321.88) (4 for the price of 3)

**For bookings received after 13th March:**

- £425 + VAT (£499.38)  
 £1,275 + VAT (£1,498.13) (4 for the price of 3)

Payment can be made by cheque to **Longmark Tax Conferences Ltd**  
or by BACS to Alliance & Leicester Commercial Bank:  
Account number: **0430 4217** Sort code: **72 00 00**

## Heart of England Tax Planning Conference Friday 14th May 2010

### • Delegate 1

Surname: .....

First Name: .....

Position: .....

Email: .....

### • Delegate 2

Surname: .....

First Name: .....

Position: .....

Email: .....

### • Delegate 3

Surname: .....

First Name: .....

Position: .....

Email: .....

### • Delegate 4

Surname: .....

First Name: .....

Position: .....

Email: .....

## Contact Details

Surname: .....

First Name: .....

Position: .....

Organisation: .....

Address: .....

.....

Town: .....

County: ..... Postcode: .....

Tel: ..... Fax: .....

Email: .....

I understand that this booking is subject to the cancellation terms set out on this registration form.

**AUTHORISED SIGNATURE:** .....  
(All bookings must be signed)

If you do NOT wish to be kept informed of other Longmark Tax Conference events, please tick here

If you do NOT wish your details to be passed on to companies approved by Longmark Tax Conferences to keep you informed of their products and services, please tick here

Full details of our privacy policy can be obtained by calling 0845 260 1057 or visiting our website [www.longmark.co.uk](http://www.longmark.co.uk)

VAT No. 869135491

Please complete, detach and send to the Bookings address (below right)

# ADMINISTRATION

## Venue

Hilton Hotel, East Midlands Airport, Junction 24 M1

## Fee

Your fee includes attendance, refreshments, lunch and paper documentation. It is a condition of the booking that the fee is payable in advance. Once payment has been received a VAT receipt will be sent. Payment must include VAT.

## Our confirmation of your booking

All bookings will be acknowledged in writing within 21 working days of their receipt and joining instructions (final conference details and a venue location map) will be sent out to delegates approximately two weeks before the event. Please telephone immediately:

- if you have not received written acknowledgement of your booking within four weeks of sending it.
- if you have not received your joining instructions five days before the event.

## Special needs

If you have any special needs or particular dietary requirements, we are happy to help where possible. Please contact us on the enquiry number below with details.

## Certificate of attendance / CPD information

A certificate of attendance is available on request, following your attendance at this conference, as a record of your training and development. Longmark Tax Conferences are SRA accredited CPD providers (Ref: DNH/LTCL). This conference carries 6 CPD hours.

## Cancellations

A refund of fees will be made only for cancellations received in writing at least 21 days before the event (less a 25% cancellation fee to cover administration costs). No refunds will be made for cancellations received within 21 days of the event and failure to attend after confirming a booking will be subject to the same terms. A substitute delegate will be accepted at any time before the event.

## Documentation sale

If you are unable to attend the conference but would like to purchase a set of the conference documentation (price £150 - zero VAT) please call us on **0845 260 1057** or e-mail [info@longmark.co.uk](mailto:info@longmark.co.uk). Your notes will be dispatched within 5 working days after the event.

## Sponsorship opportunities

If you would like details of bespoke sponsorship packages for this and future conferences, which can be tailored to your company's specific requirements, please call **Mike Longman** or **Mark Fink** on **0845 260 1057** or e-mail [sponsorship@longmark.co.uk](mailto:sponsorship@longmark.co.uk).

## BOOKING AND ENQUIRIES

### ENQUIRIES:

Please call **0845 260 1057**  
or email [info@longmark.co.uk](mailto:info@longmark.co.uk)

### BOOKINGS:

Please send your completed booking form and cheques to:  
**Longmark Tax Conferences Ltd, Grove House,  
Back Rowarth, Glossop, Derbyshire SK13 6ED**

If paying by BACS please send completed booking forms to:  
[info@longmark.co.uk](mailto:info@longmark.co.uk)

*This programme is correct at the time of going to press. However, we reserve the right to alter or cancel the programme due to circumstances beyond our control. In the event that we cancel the conference our liability is limited to a refund of our fees.*