insider BUSINESS Breakfast

# TOP500 Booking Confirmation

## Friday 13th January 2012, Roxburghe Hotel, Edinburgh

## Contact Details for event correspondence

Name | Job Title

Delivery Address

Direct Dial | Email

## Invoicing Details

Company

Contact Name | Job Title

Invoice Address

Switchboard No | Direct Dial

Email | PO No

Tickets @ £50+VAT per ticket ☐ Ticket/s  Table of 10 @ £475+VAT ☐ Ticket/s

***If amount is under £400 please supply credit card or cheque details**

Invoice me for this booking ☐ Or I enclose a cheque for £

Or charge my credit card ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expiry Date ☐☐☐☐ Issue No. ☐ Security No. ☐☐☐☐

Signature .....Company .....

Name .....Date .....

Please complete, sign, photocopy for your records and return one copy to: Stephen Low, Sponsorship Executive, FAX (0141) 309 1430 or send to Insider Events, One Central Quay, Glasgow, G3 8DA. Tel: (0141) 309 3013 Email: stephen.low@trintitymirror.com

**PAYMENT TERMS: 30 DAYS UPON RECEIPT OF INVOICE**

No cancellations accepted. Acceptance of this confirmation is taken as acceptance of Insider Group advertising trading conditions which are available upon demand at our offices.
In the event of cancellation on your part you will be liable to pay 100% of the invoice value. Prepayment is require on all bookings totalling less than £400.00 or orders made 21 days or less prior to the date of the event. The following statement relates to the company's policy on data protection and is applicable to non limited companies only. Insider Publications Ltd will use your information for administration and analysis. We may share your information with other Trinity Mirror companies or carefully selected third parties. We, or they, may send you details of other goods and services which may be of interest to you. The information may be provided by letter, telephone or other reasonable means of communication. Please tick this box if you do not want your details to be shared with carefully selected third parties. ❑