MAIN CONTACT DETAILS

**Name:**  Click or tap here to enter text.

**Job title:** Click or tap here to enter text.

**Company:** Click or tap here to enter text.

**Invoice address:** Click or tap here to enter text.

**Email address:**  Click or tap here to enter text.

**Phone number:**  Click or tap here to enter text.

DINNER BOOKING DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **Single Seats** | **Rate** | **Quantity** | **Total Cost** |
| Composites UK Member | £145.00 |  |  |
| Non-Member | £230.00 |  |  |
|  | | | |
| **Tables (10 seats per table)** | **Rate** | **Quantity** | **Total Cost** |
| Composites UK Member | £1320.00 |  |  |
| Non-Member | £2090.00 |  |  |
|  | | **Add VAT @ 20%** |  |
|  | | **Total** |  |

SEAT/TABLE REQUEST

If you would like to request a specific seat(s) or table, please let us know the number from the floor plan in the space below. We will try to accommodate wherever possible but please note we reserve the right to amend the floorplan to suit the requirements of the event.

Click or tap here to enter text.

ATTENDEE DETAILS

If you can, please give us the names of your attendees below, noting any dietary requirements and seat number requested. If you don’t know these yet don’t worry, these can be sent to us up to a month before the event. The up-to-date table plan can be found on the event listing on our website or by request from [events@compositesuk.co.uk](mailto:events@compositesuk.co.uk).

|  |  |  |  |
| --- | --- | --- | --- |
| **Guest Name** | **Company** | **Dietary Requirement** | **Seat Number** |
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PAYMENT DETAILS

**Purchase order number (if applicable):** Click or tap here to enter text.

**Invoice –** I would like to receive an invoice and provide a purchase order number in the field above. I understand that my booking is not confirmed until payment has cleared.

**Credit Card –** I would like to pay by credit card and agree to be contacted by a member of the Composites UK team either by phone, or email (with a secure link to pay online)

**Cheque** – I would like to pay by cheque, made payable to Composites UK Limited. I understand my booking is not confirmed until payment has cleared.

TERMS & CONDITIONS

Early bird fees are valid until 23:39 on 31st July 2022. Forms received after this deadline will automatically incur the full rate fees.

No refunds can be given in the event of your cancellation therefore please be sure you’re going ahead before booking. Should the event be postponed your booking will be transferred to the new date and you will be given the option to transfer or receive a refund.

For single seats, if you can no longer attend yourself, you are welcome to transfer your place to a colleague provided we receive notice of at least 5 working dates before the date of the event. Contact [events@compositesuk.co.uk](mailto:events@compositesuk.co.uk).

Payment for all booking ***must have cleared*** by the date of the event to avoid your booking being cancelled.

RETURN YOUR FORM

Please return your form to Diane Alexander, Event Manager on [events@compositesuk.co.uk](mailto:events@compositesuk.co.uk).

**Website:** [www.compositesuk.co.uk](http://www.compositesuk.co.uk)