

# China – do you have concerns about your supply chain? – Seminar Booking Form

Please fill in appropriately and **send to Sarah Hale** either by fax: 01793 865001, or by post to: China Seminar, WRc-NSF Ltd, 30 Fern Close, Pen-y-Fan Industrial Estate, Oakdale, Gwent, NP11 3EH, UK . (Tel: 01495 236275, email: sarah.hale@wrcnsf.com). You will promptly be sent a VAT receipt and confirmation of your place on the seminar.

## 1. Delegate Details (Please photocopy for additional delegates)

**Title: Mr/Mrs/Ms/Other**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Position: \_\_\_\_\_

E.mail: \_\_\_\_\_ Tel: \_\_\_\_\_

Name of Company to appear on delegate's badge (if different from below) : \_\_\_\_\_

## 3. Organisation Details

Booking contact (if different from delegate): \_\_\_\_\_

Organisation Name: \_\_\_\_\_

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

Postcode: \_\_\_\_\_ Fax: \_\_\_\_\_

## 4. Cost

Cost per delegate	No. delegates	Total £ (Inclusive of VAT)
£50 (inclusive of VAT)		

5. **Terms and conditions** – please see overleaf or visit [www.wrcnsf.com/seminars](http://www.wrcnsf.com/seminars)

6. **Payment Instructions (Please note that fees must be paid in full at the time of booking)**

**Cheque/Bankers Draft/BACS\***

\* For payment by any of the above means, please note that fees must be received by WRc-NSF Ltd before your place can be confirmed.

I attach a cheque/bankers draft for £\_\_\_\_\_made payable to WRc-NSF Ltd

I have arranged payment by BACS in the sum of: £ \_\_\_\_\_

WRc-NSF Bank Details: Sort Code 40 24 10; Account No: 41214950; HSBC Bank PLC  
6 Market Place, Henley on Thames, OXON, RG9 2AN. Please quote reference China Seminar.

**Debit card/Credit card\*: Visa/MasterCard/American Express\***

\*Please delete as appropriate

Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ 3-digit Security Code: \_\_\_\_\_

Cardholder's address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please refer to the Terms and Conditions for details and costs for cancellations, transfers and substitutions.

WHERE DID YOU HEAR ABOUT THIS SEMINAR? \_\_\_\_\_

## TERMS AND CONDITIONS

### **Programme**

WRc-NSF Ltd reserves the right change the seminar content and/or speakers.

### **Workshop dates and venues**

WRc-NSF Ltd reserves the right to alter or cancel published dates and change venues without liability.

### **Fees**

All fees are current at the time of going to print; however, WRc-NSF Ltd reserves the right to change them.

### **Bookings**

Bookings will only be accepted provided WRc-NSF Ltd receives a completed booking form plus the appropriate payment in full. Late bookings may be accepted at the discretion of WRc-NSF Ltd.

Places are allocated on a first-come first-serve basis.

### **Confirmation**

On receipt of your booking and clearance of the fee to WRc-NSF's bank, WRc-NSF will confirm your place on the seminar. Only those people who receive confirmation will have a place on the workshop.

### **Cancellation**

Cancellations will incur the following charges:

- More than 15 days before the seminar – 90% refund;
- 15 days before the workshop – 50% refund;
- Less than 7 days before the workshop – no refund.

### **Substitutions**

If you are unable to attend, a substitute participant is generally acceptable. For safety and housekeeping reasons we request that you provide details to WRc-NSF Ltd at least 1 working day in advance.