



**Booking Form
Supply Chain Wales Conference**

Wednesday, 10th June 2009
The Lodge, Celtic Manor Resort, Newport NP18 1HQ

Delegate information: (one booking form per person, please photocopy if needed)

Title: **First Name:** **Surname:**

JobTitle:..... **Organisation:**.....

Address:.....

..... **Postcode:**

Tel No. **Fax No.**

Email:

Any Special Requirements, i.e. dietary, access:.....

Booking Fee: £145 + vat per delegate, until 8th May 2009

Please indicate a method of payment (tick appropriate box):

- I enclose a cheque to the sum of £..... (payable to UGCS Ltd)*
- Please send invoice to the above address using purchase order number:.....*
- Please charge to Mastercard/Visa/Other (please specify).....*

Card Number..... Expiry Date:

Approved Signature: Date:

Booking Terms:

1. A place is reserved on the course when the completed booking form is received and accepted by UGCS Ltd. 2. An invoice will be issued on receipt of a confirmed booking and payment must be made prior to commencement or upon registration of the course. 3. Joining instructions will be forwarded following receipt of payment. 4. Cancellations must be in writing and are subject to the following charges: £25 administration charge up to 4 weeks prior to the course. 50% of the fees between 4 and 1 week prior to the course. No refund within 1 week of the course. We regret that the transfer of a booking to another event cannot be made but a substitute delegate will be accepted at any time. 5. UGCS Ltd reserves the right to alter the content, lecturers, timing and venue for reasons beyond the control of UGCS Ltd. 6. UGCS Ltd shall not be liable for any loss or damage arising out of statements or views and opinions expressed.

To enable registration this booking must be authorised by a Director, Partner or a Senior Manager.

"I confirm that I have read and agree to the booking terms and conditions."

Signature: **Name:**.....

Position:

Please return the completed form to:

UGCS Ltd, University of Glamorgan, Pontypridd, CF37 1DL
Tel: 01443 482482 Fax: 01443 485916 Email: hcolley@glam.ac.uk
www.ugcs.co.uk/scw/