

## BOOKING FORM

### Accounting Workshop – Thursday, 10th October 2024

I would like to attend this event and I am:

- A member of the IPF – fee: £120 (exempt from VAT)
- Not a member of the IPF – fee: £200 (exempt from VAT)

**Please complete the form below and return it to:**

Hannah Prescott, IPF, Hana Workspaces, 70 St Mary Axe, London, EC3A 8BE  
Email: [hprescott@ipf.org.uk](mailto:hprescott@ipf.org.uk)

**Attendee name**

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**Company**

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**Address**

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**Telephone**

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**Email**

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**I wish to pay by (please tick box): Credit Card**

I understand that I will be contacted in order to pay by credit card over the phone.

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**I agree to the following Terms and Conditions**

Bookings are accepted only in writing by completion of this form. Please include your email address – all communication – including updates or changes to the date, time, venue or speakers at the event, delegate/guest lists and presentations/feedback following the event is sent via email.

**Information given in this form will be recorded and held by the IPF for processing the booking and IPF marketing purposes only. We do not share this information with third parties for marketing purposes.**

Your name and organisation will be included in the list of attendees which will be circulated to other participants (including speakers etc. depending on the event). These details may also be used to provide you with a badge.

Note: It may be a requirement of the venue that they have the names of everyone attending. If this is the case we will have to share your name and organisation details, for the purposes of event security only.

#### **Cancellation/Non-attendance**

No refunds are given for non-attendance or cancellation less than 14 days before the event. However, you may send a substitute in your place. Notification of change must be emailed to [hprescott@ipf.org.uk](mailto:hprescott@ipf.org.uk) at least 24 hours prior to the workshop.

Please also refer to the [IPF Privacy Notice](#) on our website.

If you have any further queries, please call 07425 282 559