



US EXPORT CONTROL COMPLIANCE WORKSHOPS

16TH-20TH OCTOBER 2006



COMPANY / ORGANISATION NAME & ADDRESS – Please complete or affix business card

Company Name:

Address:

DELEGATE DETAILS

Title	Forename	Surname	Position	Email Address <small>(Joining details will be sent here)</small>	Telephone No.

Please state any special dietary requirements:

REGISTRATION FEES (per delegate) (includes conference brochure, refreshments and lunch)

- £90.00 + £15.75 VAT = **£105.75** **EGAD MEMBERS**
- £130.00 + £22.75 VAT = **£152.75** **OTHER DMA MEMBERS**
- £195.00 + £34.13 VAT = **£229.13** **NON-DMA MEMBERS**

YOU MUST STATE WHICH WORKSHOP YOU WISH TO ATTEND:

- CENTRAL LONDON
- FARNBOROUGH
- BRISTOL
- MANCHESTER
- GLASGOW

PLEASE NOTE THAT FOR SECURITY REASONS DETAILS OF THE ACTUAL VENUES WILL NOT BE DISCLOSED UNTIL A FEW DAYS PRIOR TO THE EVENTS. WE APOLOGISE FOR ANY INCONVENIENCE THIS MAY CAUSE

METHODS OF PAYMENT (please ✓ as appropriate)

- By Cheque: I enclose a cheque for £_____
- By Credit Card: Please debit my credit card for: £_____
- MasterCard Visa Maestro **(Note: We DO NOT accept American Express or Diners Card)**

Card No: _____ Valid from: _____ Expiry Date: _____ Issue No _____

Card Security Code (we will contact the card holder for this when processing payment)

Credit Card Holders Name: _____ Signature: _____

Credit Card Holders Address: _____

- By Bank Transfer: Sort Code: 60-09-21 Account Number: 59801859, National Westminster Bank, Guildford High Street Branch, Guildford, Surrey GU1 3AH

Payment instructions

- Payment in advance is an essential condition of Seminar attendance and must be received with this booking form.
- Please make cheques payable to "Defence Manufacturers Association".
- Invoices will be issued upon receipt of booking form.

Cancellations

- No refunds can be made for cancellations received within seven working days prior to the event.
- For earlier cancellations, 80% of the fee will be refunded.

PLEASE SEND YOUR COMPLETED BOOKING FORM TOGETHER WITH PAYMENT TO:

Miss Rebecca Evans, Defence Manufacturers Association
Marlborough House, Headley Road, Grayshott, Hindhead, Surrey GU26 6LG
 TEL: +44(0)1428 602611 FAX: +44(0) 1428 602628 E-MAIL: r.evans@the-dma.org.uk

A RECEIPTED VAT INVOICE WILL BE FORWARDED. VAT REGISTRATION NO: 213 0743 10
 DMA ACCEPTS NO RESPONSIBILITY FOR LOSS OR INCONVENIENCE CAUSED SHOULD THIS EVENT BE CANCELLED DUE TO
 CIRCUMSTANCES OUTSIDE OF ITS CONTROL AND IT RESERVES THE RIGHT TO
 DEDUCT DIRECT EXPENDITURE IN CONNECTION WITH THIS EVENT BEFORE REFUNDING MONIES.

