Book online now:
www.fundraisingfair.org.uk

All bookings need to be sent with your payment to:
Fundraising Fair 2012
DSC, 24 Stephenson Way, London NW1 2DP

For enquiries about booking:
Tel: 08450 77 77 07 Fax: 020 7391 4808
E-mail: training@dsc.org.uk

PLEASE BOOK THE FOLLOWING SESSIONS

(Please use block capitals in black ink) **For Masterclasses use two lines as they are costed as two sessions.**

	Delegate attending *(full name)*	Job title	Delegate email	Session name	Session code	Cost
1						35
2						35
3						35
4						25
5						25
6						25
7						25
8						25
9						25
10						25
					Total	

Method of Payment

☐ **Cheque** *(made payable to DSC)*
☐ **Invoicing** *(orders over £50 only)*
☐ **BACS** *(ensure remittance is sent)*

☐ **Visa**
☐ **Mastercard**
☐ **Switch**
☐ **Delta/Connect**

Card no. ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ (1)
Security no ☐☐☐ *(last 3 digits on back of card)*
Valid from ☐☐☐☐ **Expiry date** ☐☐☐☐ **Issue no** ☐☐ *(Switch only)*

Specific requirements

☐ Hearing aid loop system ☐ Wheelchair access
☐ Large print handout material
☐ Sign language interpreter*
☐ Lip speaker*
☐ Other *(specify)*. . . . . .

The more you book the more you save

**These must be booked by Friday 23 March 2012*

Main Contact address

Name
Organisation
Address
Postcode
Tel:
E-mail:

Cardholder's address (if different from main contact)

Name
Organisation
Address
Postcode
Tel:

Cardholder's signature:

Confirmation statement:
I have read and agreed to DSC's Terms & Conditions
Sign: **Date:** / /

Tick List

- ☑ Enter name, job title and email address for each person attending.
- ☑ Insert the session name and code(s) of the session they wish to attend.
- ☑ The pricing structure means that as you book more sessions the price comes down. The first, second and third sessions are £35, the fourth and all subsequent sessions are £25.
- ☑ One masterclass is equal in cost and length of time to two sessions so please use two lines on the booking form
- ☑ If you want to book more than 10 sessions photocopy and continue on a new booking form – please note these additional sessions now cost only £25 each.
- ☑ Enter the total cost of all sessions in the final column.
- ☑ For specific requirements, please make sure you tick the boxes on the Booking Form.
- ☑ Sign the confirmation statement and send booking form with payment.

Terms and Conditions

Advance bookings close on Thursday 19 April. Bookings received after this date will not be processed, but you will be able to book on the day. NB: Once you have submitted you booking whether or not you have sent payment you will be liable for the whole fee.

How to Book All bookings must be made in writing and can be submitted by post, fax or online at www.fundraisingfair.org.uk
Fundraising Fair 2012, DSC, 24 Stephenson Way, London NW1 2DP. Fax: 020 7391 4808.

Payments We can only issue an invoice for over £50. In order for us to process this, we must receive your booking postmarked no later than Thursday 12 April. All other bookings must be accompanied by payment.

Online – credit card, request an invoice or BACS*
By post – cheque (payable to Directory of Social Change) or with credit card, request an invoice or by BACS*
By fax, credit card, request and invoice or by BACS*
*If you wish to pay by BACS, please contact us.

Once payment has been received and your booking has been processed we will send you a letter of confirmation.

Cancellations Once you have submitted your booking, whether or not you have sent payment, you will be liable for the whole fee. Bookings are only transferable to another delegate from the same organisation. They are not refundable. Only in exceptional circumstances can delegates qualify for a refund at the discretion of the Customer Services Manager, and in these circumstances a 25% administration charge will be deducted for each session cancelled.

Data Protection DSC will use the information you provide on your Booking Form (see opposite) for administering the sessions only. We will not disclose this information to any other person or organisation, except in connection with Fundraising Fair 2012.