

**Seminar Booking Form**  
**Excel with Excel**  
fifteen tricks of the trade that will transform your talents

To reserve your place please print out the booking form, complete and return to:

Roem Ltd  
16 Bullen Close  
Cambridge CB1 8YU

Please reserve me ..... place(s) on the Excel with Excel seminar  
Thursday 11 May 2006, The Møller Centre, Cambridge

**A unique one-day seminar**

**Delegate 1:**

Title .....

First Name.....

Last Name .....

Job Title .....

Organisation.....

.....

Address .....

.....

.....

Town/City .....

Postcode.....

Telephone.....

Email .....

Special requirements (i.e. dietary, access, etc.):

.....

*"I have attended many training seminars over the years but none have been delivered with such a refreshing and relaxed format. Due to this the benefits of attending were many and I would recommend Karen's courses to anybody who wishes to learn without the feeling that they are just being taught."*  
Tim Heath, Manciple, Fitzwilliam College, Cambridge

*"The quality of the event and the venue was excellent. The course pack is very comprehensive and will be a useful reference tool. Excellent value for money!"*  
Carol Lyon, Cambridge Genetics Knowledge Park

*"Computer courses can be scary, this course was thoroughly enjoyable, well paced, plenty of information - a day well spent!"*  
Jayne Williams, Grifols UK Ltd, Cambridge

*"Karen was very informative and went at a pace that everyone could follow. Always made time for all members of the group."*  
Sharon Nightingale, Swavesey Village College, Swavesey

**Full price £247 (+ VAT)**

Bring a colleague or friend for an additional **£187 +VAT** (save 25%).  
Members of the Cambridge Network: **£225 +VAT** (save 10%).  
Why not come as a group of 6 and invite friends, colleagues or customers for **£999 +VAT**.

All prices include lunch, refreshments and a 200-page seminar handout with a CD packed with exercise files. (The handout is designed in a step-by-step format that is suitable for self-study and has been approved by the Microsoft Office Specialist Program ensuring the courseware is among the finest available for learning Microsoft Excel.) Payment is due before the seminar and may be made by cheque (payable to Roem Ltd). If you wish, your organisation can be invoiced in which case payment is due within thirty days of the date of the invoice.

**Payment method (payment is due before the seminar)**

- I enclose a cheque (payable to Roem Ltd)
- Please send an invoice

**Delegate 2:**

First Name .....

Last Name.....

Email.....

**Confirmation**

Your booking is not confirmed until payment is received in full. Once full payment is received your acceptance of your booking, together with joining instructions will be sent.

**Terms & Conditions:**

All fees must be paid for in advance. You may cancel your registration up to 14 days before the seminar. Your registration fee will be refunded less a £10 enrolment charge. If you need to cancel less than 14 days prior to the course you may send a substitute from your organisation. Cancellations must be received in writing.

In the unlikely event of the seminar being cancelled a full refund will be made, but further liability is disclaimed. It may be necessary for reasons beyond the control of Roem Ltd. to change the date or the venue.

Come as a **group of 6** and invite friends, colleagues or customers for **£999** +VAT.  
(Saving **£483** on the full price)

**Delegate 3:**

Title .....

First Name.....

Last Name .....

Job Title .....

Organisation.....

.....

Address .....

.....

.....

Town/City.....

Postcode.....

Telephone.....

Email .....

Special requirements (i.e. dietary, access, etc.):

.....

Payment method (payment is due before the seminar)

I enclose a cheque (payable to Roem Limited)

please send an invoice

**Delegate 4:**

Title .....

First Name.....

Last Name .....

Job Title .....

Organisation.....

.....

Address .....

.....

.....

Town/City.....

Postcode.....

Telephone.....

Email .....

Special requirements (i.e. dietary, access, etc.):

.....

Payment method (payment is due before the seminar)

I enclose a cheque (payable Roem Limited)

please send an invoice

**Delegate 5:**

Title .....

First Name.....

Last Name .....

Job Title .....

Organisation.....

.....

Address .....

.....

.....

Town/City.....

Postcode.....

Telephone.....

Email .....

Special requirements (i.e. dietary, access, etc.):

.....

Payment method (payment is due before the seminar)

I enclose a cheque (payable to Roem Limited)

please send an invoice

**Delegate 6:**

Title .....

First Name.....

Last Name .....

Job Title .....

Organisation.....

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Address .....

.....

.....

Town/City.....

Postcode.....

Telephone.....

Email .....

Special requirements (i.e. dietary, access, etc.):

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Payment method (payment is due before the seminar)

I enclose a cheque (payable to Roem Limited)

please send an invoice