

SPIKES ASIA
DELEGATE DEPARTMENT

CONFIRMATION OF CANCELLATION – Spikes Asia 2009

CONTACT NAME:

COMPANY NAME:

CITY / COUNTRY:

EMAIL ADDRESS:

DATE:

This is to confirm that we would like to cancel the following DELEGATE REGISTRATION(S) as they are no longer attending Spikes Asia 2009:

<u>Name</u>	<u>SD ref No</u>	<u>Registration fee</u>	<u>Registration Type</u>
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Reason for Cancelling:

Your company will have a credit of: SGD..... if we have received your payment.

If you have a credit with us, please tick one of the following boxes, **sign** below and return by fax to +44 (0) 207 728 4044 or scanned in an email to delegates@spikes.asia.

1. I wish to request a refund (refunds will not be dealt with until after the Festival)
Please submit a proof of payment along with this form (e.g. bank transfer)
2. I wish to use this credit for my Spikes Asia 2009 Festival entries/delegates
3. I wish to use this credit for my Spikes Asia 2010 Festival entries/delegates

Name **Signature**

Please note that the above section **MUST** be completed, signed and returned to us in order for your request to be processed. Refunds will NOT be issued until this form is received.

Please note the following information:

- Refunds for Credit Cards will be reimbursed to the original Credit Card.
- Refunds for Bank Transfers will be made by cheque.
- All refunds submitted by bank transfer are subject to deductions of bank charges
- Refunds will only be dealt with after the Festival. It is highly recommended that you only contact us to enquire as to the status of your refund after the Festival.

OFFICE USE ONLY

REFUND AUTHORISED

YES NO

Payment Method:

TOTAL CREDIT:

Authorised by: