

Bookings and Payments

Please provide the delegate's name and e-mail address and name of the firm/organisation when making a booking for a seminar/event. Additional information may be requested by the organiser for specific seminars/events.

Unless the seminar/event is free to attend payment is required in advance.

Payment by BACS is preferred. Please quote your invoice number (or the event title) and your name as reference for the payment.

Bank name: HSBC Plc
Bank address: 165 Fleet St, London, EC4A 2DY
Sort Code: 40-06-29
Account name: 12 King's Bench Walk
Account number: 61778471
IBAN: GB44MIDL40062961778471

Cheques should be made payable to "12 King's Bench Walk"

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Cancellations may be made up to 7 working days before the seminar/event without any charge and your payment will be refunded. Cancellations received after this date will be liable for the full charge where applicable. Failure to attend a seminar/event will result in the full cost being incurred where there is a charge.

Delegate name changes within a firm can be made at no cost. All requests for cancellations and/or name changes should be made by email to: seminars@12kbw.co.uk

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