



**CABLE & WIRELESS**

## Future planning seminar booking form

### My details

Full name \_\_\_\_\_  
Home address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pension scheme (CWSF/LBP etc.) \_\_\_\_\_  
Date of retirement \_\_\_\_\_  
Location and site code \_\_\_\_\_  
Contact telephone number \_\_\_\_\_  
Employee number \_\_\_\_\_  
Cost centre \_\_\_\_\_

### The seminar

Preferred date \_\_\_\_\_  
Who will accompany you? \_\_\_\_\_  
Special considerations?  
(diet/disability etc.) \_\_\_\_\_  
Night before required? \_\_\_\_\_

### Cost centre details

C/centre manager name \_\_\_\_\_  
C/centre manager phone no. \_\_\_\_\_  
C/centre manager email address \_\_\_\_\_

Seminar cost is £650. An additional £180 supplement is payable if you stay an extra night. This covers accommodation, dinner and half a bottle of wine per person. Any extras charged to your room (drinks, telephone etc.) should be settled by you on departure. Travelling expenses should be claimed using the normal procedure unless you've already left employment. You can then submit a claim through the pensions office, who will arrange reimbursement, which will then be reclaimed through the nominated cost centre. Cancellations should be made to Shirley Belcher. Seminar cost is non-refundable if cancellation is within 14 days of the seminar date. For all enquiries, call Shirley Belcher on (01494) 433553.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to:**  
**Shirley Belcher**  
**The Retirement Counselling Service Limited**  
**Fax: (01494) 724433**