

RESERVE AND PAY BY FRIDAY, 19 MAY 2017

[please treat as invoice]

Contact name:

Firm (if applicable):

Address:

Email:

Friday, 28 July Activities (lunch is not included in prices):

- _____ 1. **Yes, I/we would please like to reserve and pay my/our space for the Legal London Walking Tour at £15.**
- _____ 2. **Yes, I/we would please like to reserve and pay my/our space for the Royal Courts of Justice Guided Tour at £10.**
- _____ 3. **Yes, I/we would please like to be included in the headcount for lunch at The Knights Templar Public House.**
- _____ 4. **Yes, I/we would please like to be included in the headcount for the Meet & Greet at The Old Bank of England pub**

*Saturday, 29 July – "Presentations, Popcorn & Prosecco" (refreshments and lunch **are** included in prices):*

Yes, I/we would please like to attend:

- _____ BIVR Member £80
- _____ Non-BIVR Member £100
- _____ Student verbatim reporter £65 (*you do not have to be a student member of BIVR*)

Sunday, 30 July – "Leisurely London on a sunny Sunday...we hope anyway!":

- _____ **Yes, I/we would please like to reserve and pay for a seat(s) on the Sunday Afternoon Tea River Cruise £35.00**

Monday, 31 July – BIVR London Exposition:

- _____ **Yes, I/we will be attending the London Exposition at The Law Society. Please add my/our name(s) to the list for security reasons.**

GRAND TOTAL AMOUNT TO BE REMITTED: £_____

PAYMENT INFORMATION:

Option 1 - PayPal:

BIVR can accept payment via PayPal. Please let our secretary, Mary Sorene, know that you wish to pay via this method and she will raise an invoice to send to you. sec@bivr.org (marysorene@ntlworld.com), baw2017@yahoo.co.uk

Option 2 – via BACS:

BIVR's BACS details are:

Cater Allen Private Bank.
Sort Code 16-57-10.
Account No: 32972430.
British Institute of Verbatim Reporters.

Please put your name on BACs payment.

Please note Electronic Transfers details in the table below.

Option 3 – via cheque/check, in Sterling, please:

Please make cheques/checks payable to BIVR and send to Registered Address:
73 Alicia Gardens, Kenton, Harrow, Middx. HA3 8JD.

From the Cater Allen website: Electronic Transfers of US dollar and euro currencies

When funds are being transferred in US dollar or euro, the following routing details need to be provided.

Please note that the payment will be rejected by the bank if the 'For Further Credit to' (Field 70) information is not provided.

For euro payments:	
Send to:	Royal Bank of Scotland, London
SWIFT/BIC code (Field 57):	RBOSGB2L
For the credit of:	Cater Allen Private Bank
Account key:	16-04-00 CARE CAPR-EUR1
IBAN number (Field 59):	GB91RBOS16106510008734
For Further Credit to (Field 70):	
<p>This is often known as 'Beneficiary Account Number', 'For Further Credit To' or 'Info For Beneficiary', but is internationally known as 'Field 70' on payment processing forms.</p> <p>Alternatively, this information can be included in the payment reference field.</p>	Your Cater Allen 8-digit Account Number and Account Name
For US dollar payments:	
Beneficiary Bank:	Royal Bank of Scotland, London
SWIFT/BIC code (Field 57):	RBOSGB2L
For the credit of:	Cater Allen Private Bank
Account key:	16-04-00 CARE CAPR-USD1
IBAN number (Field 59):	GB66RBOS16630000037536
For Further Credit to (Field 70):	
<p>This is often known as 'Beneficiary Account Number', 'For Further Credit To' or 'Info For Beneficiary', but is internationally known as 'Field 70' on payment processing forms.</p> <p>Alternatively, this information can be included in the payment reference field.</p>	Your Cater Allen 8-digit Account Number and Account Name
Route via:	Standard Chartered Bank, New York ABA number: 026002561 SWIFT/BIC Code: SCBLUS33