



profile in view: client booking form

COMPANY DETAILS

Company contact: _____

Company name: _____

Address: _____

Postcode: _____

Tel no: _____

Fax no: _____

No of groups: _____ Times: Group 1 _____

Duration _____ hr(s)

No. respondents _____

FACILITY DETAILS

Event: _____
(Day) (Date)

Moderator name: _____

No. of clients: _____

REQUIREMENTS

Flipchart & Pens TV and VHS / DVD playback

Clipboards

Group 2 _____ Group 3 _____

Duration _____ hr(s) Duration _____ hr(s) Duration _____ hr(s)

No. respondents _____ No. respondents _____ No. respondents _____

OPTIONAL SERVICES (Charged) Tea, coffee, orange juice and nibbles are provided for clients and respondents, within the hiring cost.

REFRESHMENTS		Respondents			Clients
		Group 1	Group 2	Group 3	
Food:	Morning pastries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Afternoon cream tea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Simple sandwiches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Luxury sandwiches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Finger buffet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cold fork buffet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Take-away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any vegetarians?		_____	_____	_____	_____
Drinks:	Soft drinks (e.g. carbonated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soft drinks, mineral water, wine and lager are always available for clients and are charged as taken If you do not wish alcoholic beverages to be available please tick here <input type="checkbox"/>
	Mineral water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Wine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Lager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CLIENT TRANSPORT

Taxi(s) Collection point: _____ No of people: _____ Time: _____

Collection point: _____ No of people: _____ Time: _____

Collection point: _____ No of people: _____ Time: _____

SPECIAL INSTRUCTIONS: _____

RESPONDENT RECRUITMENT REQUIRED Please call Betty Tucker to discuss

TERMS AND CONDITIONS

- ◆ All prices are subject to VAT
- ◆ **Cancellation Charges**

Same day	100%
2-3 days	80%
4-7 days	50%
8+ days	20%
- ◆ Payment is 28 days from the invoice date (You will be invoiced to the address given unless instructed otherwise)
- ◆ The moderator must advise **all** respondents that the group will be audio/video recorded in accordance with the MRS Code of Conduct

I agree with the terms and conditions.

Signed: _____

Dated: _____

THANK YOU FOR YOUR BOOKING

It would be appreciated if you could provide Profile In View with Respondent and Client Names prior to the groups

Profile in View

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