

## SPONSOR'S ORDER FORMS

Company Name:	VAT Reg. Number:	
Contact Name:	Email:	
Company Address:	Postcode:	
City:	Country:	
Telephone:	Fax:	Symposium Date:
Event Name:		

### CATERING for SATELLITE - SYMPOSIA

REF. Service Duration	DESCRIPTION	Nº PAX	ROOM NUMBER	DATE	TIME	UNIT PRICE PER PERSON	TOTAL €
<b>L1 BAG LUNCH</b>	½ ham and cheese baguette Smoked salmon sandwich  1 piece of fruit  1 kit kat (biscuit with chocolate) 1 bottle of mineral water (33cl) 1 Napkin					<b>16,85 €</b>	
<b>L1V BAG LUNCH VEG</b>	½ cheese baguette Vegetable sandwich  1 piece of fruit  1 kit kat (biscuit with chocolate) 1 bottle of mineral water (33cl) 1 Napkin					<b>16,85 €</b>	
<b>L2 BAG LUNCH</b>	1 potato salad (in plastic container) Ham & cheese sandwich  1 piece of fruit  1 kit kat (biscuit with chocolate) 1 bottle of mineral water (33cl) 1 Napkin / 1 plastic fork					<b>19,10 €</b>	
<b>L3 BAG LUNCH</b>	1 pasta salad (in plastic container) Ham & cheese sandwich ½ fuet baguette  1 piece of fruit  1 kit kat (biscuit with chocolate) 1 bottle of mineral water (33cl) 1 Napkin / 1 plastic fork					<b>21,35 €</b>	

**@ ORDER DEADLINE:** 21 May 2007. From 21 May to 15 June 2007 a 20% surcharge per service will be applied. From 15 June orders will not be accepted. Rates valid for 2007 events only.

**SEND ORDERS TO:** VIAJES IBERIA CONGRESOS. Contact person: Elena Martín, e-mail address: [elena.martin@viajesiberia.com](mailto:elena.martin@viajesiberia.com).  
Phone number: +34 93 510 10 05, fax number: +34 93 510 10 09

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**IMPORTANT NOTES REGARDING THE BAG LUNCHES SERVICE:**

**1) It is subject to the set up of meeting room taking also into account all the Satellite Symposia Catering Services and set ups for all the meeting rooms.**

**2) These prices included only:**

Material necessary for the delivery service

**3) Additional Services:**

Waiter service to hand over the bag lunch. Price per waiter per hour: 25,00 € + 7% taxes not included

The total price of waiters depend on the number of persons per room

Table linen: 9,00 € per unit + 7 % taxes not included,

Box Lunch: 1,50 € per unit + 7% taxes not included, other services under request. All prices + vat.

**ADDITIONAL NOTES:**

As informed in the "Satellite Symposia Manual" Sponsors must guarantee food and beverage quantities equal to or greater (if space is available) than the number of seats for which the room is set.

**IMPORTANT NOTES REGARDING THE PAYMENT:**

**ALL CATERING SERVICES HAS TO BE PAID IN ADVANCE IN ORDER TO BE CONFIMED AND GUARANTEE THE SERVICE.**

**ALL RATES + VAT (NOT INCLUDED)**

<b>SUM OF SUB TOTALS</b>	€
<b>SUB TOTAL</b> (excluding VAT)	€
<b>SUB TOTAL</b> (including VAT)	€

**COMPANY STAMP, NAME & SIGNATURE**

..... 2007

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## SPONSOR'S ORDER FORMS

### METHODS OF PAYMENT

➤ **By Bank Transfer to: VIAJES IBERIA CONGRESOS.**

Bank address: BANCA MARCH  
Tuset, 2  
08006 Barcelona  
Bank account number: 0061-0164-17-0007410113  
Swift code: BMARES 2M  
IBAN number: ES98 0061-0164-17-0007410113

**Please attach the bank transfer receipt**

➤ **By Credit card, filling in the following payment form.**

<b>CREDIT CARD AUTHORISATION FORM</b>
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I, \_\_\_\_\_, hereby authorize VIAJES IBERIA CONGRESOS to charge my credit card account with the total amount stated below.

Credit card: \_\_\_\_\_

Credit card holder name: \_\_\_\_\_

Credit card number: \_\_\_\_\_

CVC (the last three numbers located on back of credit card): \_\_\_\_\_

Expiry date: \_\_\_\_\_

**THIS CREDIT CARD IS TO BE USED FOR THE PAYMENT OF SERVICES ORDERED BY THE FOLLOWING COMPANY:**

Company name: \_\_\_\_\_

Company address & city: \_\_\_\_\_

Telephone / Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact name: \_\_\_\_\_

Signature of Cardholder

\_\_\_\_\_

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