

PROOF

Customer: Wakefield Skillcentre

Date: 24/3/05

Fax. 01777 869002

Artwork by: Robert



Proof no

Description Room Hire/Delegate Rate

Tel. 01777 860579

Please **check your proof carefully** for errors, i.e. spelling, phone numbers, email addresses etc. Tick the appropriate box below, note your amendments in the space provided (returned fax copies of the jobs or annotated PDFs with amends marked on are acceptable but must be accompanied by this sheet), sign and date the form and fax back to us on **01777 869002**.

Please tick the appropriate box.

No corrections - please print

Amend as indicated and proceed with printing

Amend as indicated and re-proof

Please list your amendments here

Please tick this box if you are supplying us with a faxed copy of your amendments.

Please Note:

Burgess Photo Print Ltd. cannot be held responsible for any corrections not indicated on this proof.

I have checked the copy and have listed my amendments. Please proceed as indicated.

Signed Date

Thank you!



WSC BUSINESS CENTRE

ROOM HIRE

SMALL MEETING ROOM – (for up to 12 people)

	Day	Evening	Exhibition
Meeting Room 1	£50.00	£25.00	n/a
Meeting Room 2	£50.00	£25.00	n/a

LARGE MEETING ROOM

	Day	Evening	Exhibition
Conference Suite	£250.00	£200.00	£300.00
Hessian Suite	£150.00	£75.00	£200.00

Menu packages:

All refreshments are served in the conference centre: delegates can select a variety of refreshments from simple sandwiches to hot and cold buffets. All to suit your individual requirements, budgets from £6.50 to £8.50 per delegate.

AUDIO-VISUAL EQUIPMENT

FOR HIRE

- | | | | |
|------------------------|--------|-------------------|---------|
| • Screens 5ft | £10.00 | T.V. Monitors | £20.00 |
| • Overhead Projectors | £15.00 | Video/DVD | £20.00 |
| • Flip Charts & Easels | £10.00 | Hitachi Projector | £100.00 |

- Free of charge when delegate rate is utilised (One of each of the above per conference)

SECRETARIAL SERVICES

Fax: Inland - £1.00 per single sheet

Typing: £7.50 per hour

Photocopying - 20p per sheet

Make Every Conference a Success

Whatever your conference, seminar or business meeting needs, WSC Business Centre can arrange and coordinate everything and ensure that it is a resounding success.

Wakefield Skillcentre Ltd

Units 17-18 Monckton Industrial Estate Denby Dale Road Wakefield WF2 7AL

T: +44 (0)1924 885851 F: +44 (0)1924 885859



WSC BUSINESS CENTRE

DAILY DELEGATE RATE

No. of Delegates	8 - 19	20 +
Per Delegate	£25.00	£20.00

Fully Inclusive of:

- Use of Meeting Room
- Morning Coffee served with Milk and a Selection of Biscuits
- Business Buffet Lunch
- Afternoon Tea & Biscuits
- Delegate Pack incorporating Paper, Pen, Boiled Sweets, Cordials and Mineral Water
- Free use of Overhead Projector, Screen, Flip Chart and Easel, Marker Pens
- VAT @ 17.5%

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