

*Application Form*  
 Death & Taxes

Will Drafting from start to finish	7 & 8 October 2009
An Introduction to Probate	11 & 12 November 2009
An Introduction to Estate Planning	8 & 9 December 2009
An Introduction to Trusts	19 & 20 January 2010

SRA CPD Provider reference no: BMP/LASK  
 ILEX: Quote Course code on ILEX log

Please complete in **BLOCK CAPITALS** and photocopy if you require more than one form. One applicant per form.

I wish to apply to join the following module(s)

		Course code		√	Cost
1	Will Drafting from start to finish	10W1009	7 & 8 October 2009		£700 + VAT
2	An Introduction to Probate	10P1109	11 & 12 November 2009		£700 + VAT
3	An Introduction to Estate Planning	01EP1209	8 & 9 December 2009		£700 + VAT
4	An Introduction to Trusts Course	10T0110	19 & 20 January 2010		£700 + VAT

**Course Venue**

The Wessex Hotel  
 Paternoster Row (off Colebrook Street)  
 Winchester  
 SO23 9LQ

Tel: 01962 861611  
 Fax: 01962 849617

Web: [www.mercure.com](http://www.mercure.com)

The Wessex Hotel is set right in the heart of the historic city of Winchester adjacent to the Cathedral. It is in a great location 15 minutes walk from the mainline railway station, 8 miles from Southampton Airport and just off Junction 9/10 of the M3. It has good road connections north and west via the A34/A303.

## Delegate Details

Last Name	First Name	Title
How do you prefer to be addressed?		
Male <input type="checkbox"/>		
Female <input type="checkbox"/>		
Email address		
Can we use your email address to send you information about LawSkills in the future?		
Yes please [ <input type="checkbox"/> ]		
No thank you [ <input type="checkbox"/> ]		
Daytime telephone number:		
Postal address:		
Personal Experience to date:		
Reason(s) why you would like to come on the course		
What are you hoping to achieve by the end of the course?		

Employer's Details

Name of Firm

Address

Tel. No:

Fax. No:

No. of Partners

No. of Fee Earners

Training Partner/Manager Contact Name

Last Name

First Name

Title

Position

Email address

Information to help us help you

Do you require any special arrangements to be made in relation to:

Diet? If yes, please let us know how we can help

Do you need facilities which accommodate a particular disability? If yes, please let us know how we can help

It would be helpful to know where you heard about this course?

- Advertisement – where? \_\_\_\_\_
- Direct email
- Editorial piece, if so where?
- Website, if so which one?
- Word of mouth
- Probate Section Conference
- Other

## Hotel Accommodation

A special negotiated rate of £90\* Bed & Breakfast has been secured at the hotel (£100 for joint occupancy if you would like to turn your visit into a leisure break). It is the responsibility of the delegate to book your own overnight accommodation. If you wish to book please do so direct with the hotel:

The Wessex Hotel, Paternoster Row, Winchester, SO23 9LQ  
Telephone: 01962 861611

To book at the discounted rate please quote reference: **LAWSKILLS**

*Rate includes: Overnight accommodation for one night, breakfast and VAT.*

*\*rate held for 2010*

For our record purposes please indicate whether you intend to book overnight accommodation at the hotel: [ ]

## Payment details

### Terms of payment

- Full payment either by cheque or online at [www.lawskills.co.uk](http://www.lawskills.co.uk) must be received before your application can be accepted. A receipted invoice will be sent with your joining instructions.

Tick one:

[ ] I have paid online at [www.lawskills.co.uk](http://www.lawskills.co.uk) –

Reference: \_\_\_\_\_

[ ] I am enclosing my cheque with this application

- A delegate place is not secured until Lawskills is in receipt of payment.

Please indicate which elements you would like to attend:

Please √		Date/s	Course code		VAT @ 15%	Total fee
	Will drafting from Start to Finish	7 & 8 October 2009	10W1009	£700 per two day session	£105	£805.00
	An Introduction to Probate	11 & 12 November 2009	10P0509	£700 per two day session	£105	£805.00
	An Introduction to Estate Planning	8 & 9 December 2009	01E1209	£700 per two day session	£105	£805.00
	An Introduction to Trusts	19 & 20 January 2010	10T0110	£700 per two day session	£105	£805.00

**Includes:** Course tuition fees and course materials. Refreshments throughout the training day ie. drinks on arrival, morning break, lunch and afternoon break.

**Does not include:** Any travel, overnight accommodation, telephone, bar bills or extra meals outside those refreshments provided above.

## Terms & Conditions

1. LawSkills Ltd reserves the right to change or cancel any of the modules within the Death & Taxes course which is subject to availability and demand

2. Travel to and from the course and during the course is not included in the course price. Neither are any bar bills.
3. Full payment of each delegate fee is required prior to the event.
4. It is the delegate's responsibility to book any overnight accommodation required for the duration of the course whether or not it is taken at the venue hotel or not.
5. You will receive a written confirmation of your booking. Joining instructions will be forwarded one week before the event.
6. If we cancel the course fee will be fully refunded.
7. If you cancel less than 7 days before each designated training event there will be no refund, but you may substitute a colleague or transfer to another course for which there will be a £50 administration charge. If you cancel between 7 - 14 days before each designated training event there will be a 25% refund. If you cancel one calendar month before each designated training event there will be a 50% refund. If no cancellation notice is received but you fail to attend there will be no refund. If the named delegate is unable to attend then a colleague may be substituted for which there will be a £50 administration charge.
8. LawSkills Ltd cannot be held responsible for failing to cater for any special needs unless you notify us in writing upon application.
9. **Please note:** If you have not signed to accept our terms and conditions, your booking form will not be accepted.

**DATA PROTECTION ACT 1998:** BY RETURNING THIS FORM YOU CONSENT TO LAWSKILLS LTD PROCESSING YOUR DATA. WE WILL STORE THE INFORMATION FOR THE PROVISION OF SERVICES AND ADMINISTRATION. IN FUTURE WE MAY WRITE OR EMAIL YOU WITH INFORMATION ABOUT THE SERVICES OF LAWSKILLS LTD OR GILL STEEL LAW PRACTICE. WE DO NOT PASS YOUR DETAILS TO THIRD PARTIES TO USE.

If you *would like* to be added to our database for future communications please tick this box

I ACCEPT THE TERMS AND CONDITIONS DETAILED HEREIN

\_\_\_\_\_  
Training Partner/Manager/Sole Practitioner signature

Date: \_\_\_\_\_

Contact details

Please return this form to:

The Administrator - Death & Taxes  
LawSkills Ltd  
Rose Cottage  
Woodman Lane  
Sparsholt  
Winchester  
SO21 2NS

or email to: [Sue.Hoath@lawskills.co.uk](mailto:Sue.Hoath@lawskills.co.uk)

Tel: 01962 776442  
Fax: 01962 776525  
Email: [Gill.Steel@lawskills.co.uk](mailto:Gill.Steel@lawskills.co.uk)  
Web: [www.lawskills.co.uk](http://www.lawskills.co.uk)