



LES International Conference

“MAKE THE WORLD BETTER THROUGH LICENSING”

Moscow

May 18-21, 2014

TRANSFER RESERVATION FORM

Dear participants!

Please complete this form in block letters and return to Academicservice no later than 08 May 2014

E-mail: les2014@acase.ru

Tel: +7 (495) 660-90-90 (ext. 1201)

Fax: +7(495) 662-43-52

1. GENERAL INFORMATION

Family name _____

First name _____ Male Female

Tel. (please include country code) _____ Fax _____

E-mail _____

2. ARRIVAL DETAILS

Arrival date _____ Flight number _____

Arrival time _____ Airport of arrival _____

Hotel in Moscow _____

3. DEPARTURE DETAILS

Hotel in Moscow _____

Departure date _____ Flight number _____

Departure time _____ Airport of departure _____

4. ACCOMPANYING PERSON'S DETAILS

Family name _____

First name _____

5. INDIVIDUAL TRANSFER – please circle the chosen car(s) and indicate the number of people

5.1. Arrival Transfer Airport – Hotel

Type of the car	Car's model	Car's capacity	Rate for arrival transfer in RUB*	Number of people
Economy	Ford Focus, Chevrolet Lacetti	Seating: max 2 Luggage: 2	2400 RUB	
Business	Ford Mondeo, VW Passat	Seating: max 3 Luggage: 3	2800 RUB	
Business ++	Mercedes-Benz W-212, W-211, E class	Seating: max. 3 Luggage: 3	5200 RUB	
Minivan (4-5)	Hundai Grand Starex	Seating: max. 5 Luggage: 5	3600 RUB	
Minivan (6-10)	Mercedes Sprinter	Seating: max. 10 Luggage: 10	4200 RUB	

All rates are given per car and include VAT 18%

5.2 Departure Transfer Hotel – Airport

Type of the car	Car's model	Car's capacity	Rate for departure transfer in RUB*	Number of people
Economy	Ford Focus, Chevrolet Lacetti	Seating: max 2 Luggage: 2	2400 RUB	
Business	Ford Mondeo, VW Passat	Seating: max 3 Luggage: 3	2800 RUB	
Business ++	Mercedes-Benz W-212, W-211, E class	Seating: max. 3 Luggage: 3	5200 RUB	
Minivan (4-5)	Hundai Grand Starex	Seating: max. 5 Luggage: 5	3600 RUB	
Minivan (6-10)	Mercedes Sprinter	Seating: max. 10 Luggage: 10	4200 RUB	

All rates are given per car and include VAT 18%

Comments: Waiting time: airports – 2 hours after the scheduled time of plane landing,
railway stations – 1 hour after the scheduled time of train arrival,
hotels – 30 minutes after the ordered time

6. TERMS AND CONDITIONS

- The deadline for transfers' booking is **08 May 2014**.
- All reservations are subject to availability at the time of booking.
- 100% prepayment for the arrival/departure transfer is required at the moment of booking.
- Transfer voucher will be provided by ACADEMSERVICE either by fax or email upon 100% prepayment.
- All rates are per transfer (one way), in Russian rubles, including VAT 18%.
- Waiting time: airports – 2 hours after the scheduled time of plane landing; hotels – 30 minutes after the ordered time.
- In case the client does not arrive for a transfer by time stipulated above the order is considered to be completed.
- According to the client's approval the waiting time can be extended. Every extra hour is paid additionally.
- Cancellation request should be made in writing form to les2014@acase.ru no later than **08 May 2014** (no penalty will be imposed).
- Cancellations made from **09 May 2014** or no show, are subject to 100% cancellation fee for the booked transfer.
- Refund will be made by ACADEMSERVICE no later than 10 business days after cancellation. In case payment was made by a bank transfer, bank fees would not be refundable.
- Any modification or amendment request to a transfer booking should be made in writing form and sent to les2014@acase.ru no later than **08 May 2014**.

7. TERMS AND METHODS OF PAYMENT

7.1 TERMS OF PAYMENT

100% prepayment for ordered transfers is required at the moment of booking.

7.2 METHODS OF PAYMENT

Payment can be made by Credit Card in RUB or by Bank transfer in RUB, USD or EUR.

Please mark with a cross how you wish to settle the payment

BY CREDIT CARD

Please debit my **VISA** **MASTERCARD** **EUROCARD** **JCB**

AMERICAN EXPRESS, VISA/MASTERCARD ELECTRON and DINERS are not accepted

Number	
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CVV	
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Expiry date _____

Name and normal billing address of cardholder: _____

PLEASE SEND BY FAX OR E-MAIL COMPLETED AUTHORIZATION LETTER FORM TOGETHER WITH THE PHOTOCOPY OF BOTH SIDES OF THE CREDIT CARD. THE SIGNATURE, NUMBER AND EXPIRATION DATE OF CREDIT CARD MUST BE SEEN CLEAR.

I confirm that I am acquainted with cancellation policy and agree with it.

Cardholder's signature _____ Date _____ Total RUB _____

BY BANK TRANSFER IN THE FOLLOWING CURRENCY (bank fees at participant's charge)

Please mark with a cross the currency you wish to settle the payment

RUB EUR USD

Please complete this form in block letters and return to Academservice

Tel.: +7 (495) 660 90 90 (ext. 1207), Fax: +7 (495) 662 43 52, e-mail: les2014@acase.ru

Address: 28a, Shipilovskaya Str., 115563, Moscow, Russia

PLEASE KEEP A COPY FOR YOUR RECORDS