

ENQUIRY FORM

Please complete this booking enquiry form electronically or by hand and return to the MCAM Centre by email: bookings@mcamc.com.au or by fax: (03) 9225 6922. Compulsory fields are marked with *.

MCAM Centre staff will contact you on the phone number provided to confirm availability and complete your booking. Your booking is only tentative until confirmed by phone.

Details of person making enquiry

*Name _____ Firm _____

*Phone _____ Today's date _____

Arbitration Information

*Matter _____ Arbitrator _____

*Date(s) of booking _____ Commencing time _____ No of parties _____

Do you want the fee split evenly between all parties? Yes No, please specify _____

Please specify any special requirements _____

Is catering required? No Yes (please complete separate catering form once booking is confirmed)

Arbitrator Name _____ Company _____

Mailing address _____

Phone _____ Fax _____ Email _____

Firm #1 Name of firm _____ No of people _____

Solicitor _____ Counsel _____

Mailing address _____

Phone _____ Fax _____ Email _____

Firm #2 Name of firm _____ No of people _____

Solicitor _____ Counsel _____

Mailing address _____

Phone _____ Fax _____ Email _____

(please fill out a second copy of this form if more than 2 parties are involved)

OFFICE USE ONLY	
Date received	Availability confirmed with client
Tentative booking recorded	Confirmed booking recorded