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proudly presented by...



## REGISTRATION FORM 2017

Your Name:	Email Address:
Course Date:	Postal Address:
Course Location:	
Mobile:	Work Organisation:
Phone:	Position Held:

**Payment of Course Fee: \$345** <sup>\$300+ GST</sup> per person: catering provided

Please tick a box to indicate which payment method you choose:

- Internet Transfer** (our preferred option) to Account No: **03 1555 0160248 02**  
Westpac Hamilton East

When making payment please include the following details:

*Particulars*

*Code*

*Reference*

Course location

Your Surname & Initials

Invoice No if applicable

Please confirm: \$ : was transferred on / / 2017

- Invoice:** a **7-day** invoice will be emailed to your organisation for prompt payment
- Contact person: Position:  
Email: Full Address:  
Phone Number:

## Important Information

### Please note:

Your place on the course will be confirmed by email once full payment is received.

### Cancellations:

We require 10 working days notice of a cancellation to allow a refund, less 20% administration fee.

If you are unable to give such notice, we are happy for you to arrange another person to attend in your place.

Should a course fail to attract a minimum number of participants, we reserve the right to cancel and full course fees would be refunded.

Thank you for your registration, we look forward to meeting you soon... kind regards, *the TOLBECS Team*

Office Use Only

RegRecd:

Invoiced:

No:

PayRec:

EntBkSh: