

Registration Form

Office use only
Reg date:
Reg ID:

YES, I want to attend the **Complete Time Management** workshop.

Name Job Title

Organisation Address

Phone Email

How did you hear about this workshop

Full day course - location and dates (please tick)

SYDNEY 17 March 8 September **BRISBANE** 24 March 15 September

CANBERRA 25 March 29 September **MELBOURNE** 26 March 22 September

Investment - inclusive of GST

SINGLE: Single **\$875** Early bird single **\$725**

GROUPS: Groups (4 or more delegates) **\$750 /person** Early bird group **\$600 /person**

**Book and pay 30 days
before a scheduled
course to receive the
early bird discount!**

Please list the full name and contact email of all the delegates attending. *For additional delegates please photocopy this form.*

Name Email

Name Email

Name Email

Name Email

Payment options

By credit card: Please charge the following credit card VISA Mastercard

Card number

Name on card Expiry date

Signature

By Direct Debit: Please credit Sarden Group Pty Ltd BSB: 112-879 A/c No: 125711391

Total amount payable \$.....

Terms and conditions for public courses

Booking Policy: Your booking is not confirmed until payment is received. Once we receive your payment and registration details your place (s) will be reserved and you will receive a tax invoice and the program details including the venue address. We are happy to issue an invoice for a purchase order but payment in full is required 7 working days before the course.

Program Inclusions: The investment includes morning and afternoon tea, lunch, all course materials and follow up contact once the course is completed. As an extra bonus each delegate will receive an easy to read book full of organising tips, two motivational cards and free access to our **online efficiency tool-kit**. The tool-kit includes case studies, assessments, forms and checklists they can customise for their own use.

Cancellation Policy: A full refund, less 25% service charge will be charged for cancellations received in writing (letter, fax, email) within 7 days of a course. We regret that no refunds can be made less than 7 days before a scheduled event. Should you be unable to attend, a substitute delegate is always welcome at no extra charge. If places are available your booking may be transferable to another scheduled event of equal value within 12 months of booking date. Organising Place reserves the right to alter this program without notice. If an event is cancelled by Organising Place, program fees are fully refundable.

Our Guarantee: We stand behind our facilitators and course content to ensure that you get maximum results from your training investment. We guarantee that you and your staff will come away with at least 3 techniques that will improve their personal efficiency. We also guarantee that your training will be facilitated by qualified trainers in a professional manner. If we fail to meet these expectations, please contact us in writing within 30 days describing what solutions were not met. Once we are able to discuss the issue with you we can either arrange for you or your staff to attend another scheduled course or issue you a full refund. Failure to make a claim within one month of the workshop implies that you were fully satisfied with the course.

FAX this form to 02 9283 5680

Organising Place

ABN 43099051699

W: www.organisingplace.com.au P: 02 9283 2963 F: 02 9283 5680 Toll free: 1300 783 987 E: courses@organisingplace.com.au