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Training Courses BOOKING FORM

Phone: (08) 6262 9136

Course Name	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTENDEES NAME(S) _____

ATTENDEES NAME(S) _____

ATTENDEES NAME(S) _____

ATTENDEES NAME(S) _____

ATTENDEES NAME(S) _____

COURSE FEES	
(Please tick option)	
Bookkeeping Basics	<input type="checkbox"/> \$295
MYOB Fundamentals	<input type="checkbox"/> \$295
MYOB Intermediate	<input type="checkbox"/> \$295
MYOB Advanced	<input type="checkbox"/> \$295
MYOB Payroll	<input type="checkbox"/> \$295
Include any 2 courses	<input type="checkbox"/> \$560
Include any 3 courses	<input type="checkbox"/> \$825
Include any 4 courses	<input type="checkbox"/> \$1,080
Include all 5 courses	<input type="checkbox"/> \$1,325

COURSE SELECTION	
(Number attending)	
Bookkeeping Basics	<input type="checkbox"/>
MYOB Fundamentals	<input type="checkbox"/>
MYOB Intermediate	<input type="checkbox"/>
MYOB Advanced	<input type="checkbox"/>
MYOB Payroll	<input type="checkbox"/>

Email Invoice to:

TOTAL AMOUNT _____
An Invoice/Receipt will be issued

Payment Details:

Payment terms are strictly 7 days

Direct Debit details
are included on the invoice

We would like to pay the invoice via: Cheque

Direct Debit

Please charge my Credit Card Visa Mastercard

Card Number

Card Holder's Name _____

Signature _____

Expiry Date: /

Contact Details

Contact Name _____ BUSINESS NAME _____

POSTAL ADDRESS _____

Postcode _____

TELEPHONE: Business: _____

Mobile _____

FAX: _____

Payment constitutes acceptance of the Terms and Conditions dated 1 June 2009.

Date _____ Signed: _____

This form is to be fully completed and returned to Priority Business Training within 48 hours after making booking

To: Priority Business Training

By Email p.b.coy@virginbroadband.com.au

By Fax 9527 1440

(Please send a quick email as

ABN 53 203 598 034

By Mail P O Box 2043, CARLISLE NORTH WA 6101 PO box not cleared everyday)

Terms and conditions

- 1. Enrolment Requirements:** Priority Business Training cannot confirm a place on a course until the following enrolment requirements are completed: (a) Receipt of an enrolment form accompanied by an acceptable form of payment (cheque, direct debit or credit card). Details for direct debit are on the invoice. To confirm your enrolment, we require a minimum deposit of 20% within 5 working days.
- 2. Refunds:** Priority Business Training will issue a refund if notification of non attendance is given 10 full working days prior to the course date. These terms apply irrespective of when a booking is created.
- 3. Replacement:** Requests to transfer an enrolment to another person must be made (in writing) prior to the commencement of the course
- 4. Course Transfers:** Students wishing to transfer to a future start date of the same course will be accepted if a request is received at least five (5) working days prior to the date of course commencement, and providing a suitable future course offering is available. For all transfer requests, a \$30 transfer fee will apply.
- 5. Cancellation of course:** Priority Business Training reserves the right to cancel at its sole discretion any particular course. In the event that a specific course is cancelled, then participants enrolled in that course will be transferred to the next available course.

1 June 2009