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## REGISTRATION FORM

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TRAINING/SEMINAR \_\_\_\_\_

DAY/DATE \_\_\_\_\_

COMPANY \_\_\_\_\_

COMPANY CONTACT NAME \_\_\_\_\_

COMPANY CONTACT DETAILS \_\_\_\_\_

NAMES OF ATTENDEES:	

### METHOD OF PAYMENT

VISA

MASTER CARD

PURCHASE ORDER

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Amount: \_\_\_\_\_

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### TERMS AND CONDITIONS

1. Payment to be received prior to course commencement or 30 days from issue of invoice.
2. Refunds will only be issued upon receipt of written cancellation received 5 working days prior to Seminar commencement.
3. Cancellations made less than 3 working days prior to Seminar commencement will be subject to full payment of Seminar fee.
4. Attendance substitution on the day is acceptable, provided all course prerequisites are met.
5. A transfer fee of \$30.00 (exclusive of GST) applies in transferring booking to the next available Seminar when less than 3 working days notice is received, prior to the commencement of the Seminar.
6. Western Process Controls reserve the right to change dates, courses and fees due to unforeseen circumstances.

I have read and understood the terms and conditions and I authorise this registration on behalf of the company.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**PLEASE SIGN AND RETURN BY FAX**  
**(08) 9455 3590**  
**Attention: Libby Spry**

