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Higham's Pty Ltd for the Higham
Family Trust T/A OH&S Consulting
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ASBESTOS AWARENESS TRAINING REGISTRATION BOOKING FORM

Company Name: _____	Contact Name: _____
Email Address: _____	Contact Phone No: _____
Billing Address: _____	
Preferred Date: _____	Purchase Order: _____

TYPE OF TRAINING REQUIRED AND FEES (all Fees shown below are **exclusive** of GST):

Training at **Your Premises** (NB. if you premises greater than 20km from the city then an additional travel cost will be charged).

Training at **Our West Perth Venue**

Number of Participants to attend Training:				Total
7 – 10 People	Total No		x \$145.00/pp	\$
11 - 15 People	Total No		x \$140.00/pp	\$
16 - 20 People	Total No		x \$135.00/pp	\$

Number of Participants to attend Training:				Total
3	Persons	3	x \$280.00/pp	\$
4	Persons	4	x \$220.00/pp	\$
5	Persons	5	x \$190.00/pp	\$
6	Persons	6	x \$160.00/pp	\$

PARTICIPANT DETAILS (Please print using capital letters)

FIRST NAME	SURNAME	FIRST NAME	SURNAME
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

PAYMENT IS REQUIRED TO CONFIRM BOOKING.

Payment Requirements & Details:

A Tax Invoice will be issued upon receipt of your booking form – Payment is to be made prior to training date to confirm booking.
Booking form is to be emailed to: ohs@ohsconsulting.com

When paying by EFT please reference your payment with your Company Name & Tax Invoice No and forward your remittance advice to: ohs@ohsconsulting.com.

CANCELLATION POLICY & FEES:

All cancellations must be by Email to: ohs@ohsconsulting.com and will not be accepted over the phone.

Cancellation 10 or more business days prior to training date:	100% Refund of course fees
Cancellation 5 – 9 business days prior to training date:	Cancellation Fee of 25% of the course fee will be charged
Cancellation 2 – 4 business days prior to training date:	Cancellation Fee of 50% of course fee will be charged.
Cancellation less than 2 days prior to training date or no show:	Cancellation Fee of 100% of course fee will be charged.

TERMS & CONDITIONS:

As outlined in our Asbestos Awareness Training Flyer. If you have any queries, please contact OH&S Consulting on 08-9371-0711/08-9371-0744 or e-mail ohs@ohsconsulting.com or visit our website: www.ohsconsulting.com

Office Use Only

Tax Invoice Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Tax Invoice number: _____	Total inclusive of GST: _____	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Paid: _____
Course Date Booked: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Booking confirmation sent: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Location: _____	
Location Booked: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Contact Person: _____	Contact Phone Number: _____		
Cancellations: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Number cancelled: _____	Refund Due: <input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Amount: \$ _____	
Credit Note Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____	Credit Note Number: _____	Date sent: _____		