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### TRAINING REGISTRATION FORM

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

COMPANY \_\_\_\_\_

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

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

**ATTENDEES DETAILS:**

NAME	POSITION TITLE	DEGREE

**METHOD OF PAYMENT**

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

VISA       MASTER CARD

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

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

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

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

PURCHASE ORDER # (please attach)    OR     PAY ON RECEIPT OF INVOICE    (see terms and conditions below)

**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: \_\_\_\_\_

**Please sign and return to fax: (08) 9455 3590 or email: training@wpc.com.au**

