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## TRAINING/SEMINAR REGISTRATION FORM (per attendee)

Training / Seminar \_\_\_\_\_

Training / Seminar Location

- Canning Vale (WA)  
  Hallam (VIC)  
  Perth (WA)  
  Karratha (WA)  
 Wurruk (VIC)  
 Other: \_\_\_\_\_

### ATTENDEE DETAILS

Name \_\_\_\_\_

Company \_\_\_\_\_

Position \_\_\_\_\_

email address \_\_\_\_\_

Mobile number \_\_\_\_\_

Dietary Requirements \_\_\_\_\_

### METHOD OF PAYMENT

Amount: \_\_\_\_\_ + GST

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 the 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 the 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](mailto:training@wpc.com.au)**

