

Registration Form/Tax Invoice

Please complete and return this form to:

Professional Development

Fax: 03 9614 2550

Mail: Level 2, 405 Collins St, Melbourne VIC 3000

Australia
Business Arts
Foundation



Workshop Details	ABN: 88 072 479 835
State	
Workshop title	
Workshop date	

Contact Details	Attendee 1		Attendee 2	
Title (Mr/Mrs/Ms)				
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Female
First name				
Surname				
Position				
Organisation				
Address				
Suburb				
State/Postcode				
Telephone				
Mobile				
Email				

To make sure that this the right workshop for you, how do you rate your understanding of the content to be covered in the workshop?

Please tick one Know it all Know a lot Know a little Know nothing

Please inform us of any special requirements, e.g. dietary, audio, visual or physical.

Payment – This form constitutes a Tax Invoice when completed and payment is made.

Method of payment Visa Mastercard American Express Cheque

Made payable to AbaF - must be included with this posted registration form

Payment Total
\$ (inc. GST)

Card Number

Expiry Date

Cardholder Name Signature of Cardholder

Cancellation and Refund Policy

- If AbaF cancels the workshop you will be provided with a full refund or, if you prefer, a credit note.
- If you notify AbaF of your inability to attend a workshop at least 10 working days prior to the commencement date, AbaF will provide you with a credit note or a refund, less an administrative fee of \$20.
- If you notify AbaF with less than 10 working days notice and we are able to fill your place, AbaF will provide you with a credit note or refund, less an administrative fee of \$20. In the event that AbaF cannot fill your place, a credit note or refund will not be provided.
- Credit notes are valid for a period of 12 months and can be used to purchase any of AbaF's products or services.
- Places are transferable.
- If you do not notify AbaF of your inability to attend, a credit note or refund will not be provided.