

PUBLIC ACCESS WORKSHOP - REGISTRATION FORM (Melbourne)

STEP 1 Fill in Your Company's General Contact Details

Company Name

Street Address

Suburb

State Post Code

Mailing Address

STEP 2 Provide a Central Contact Person for Administrative Purposes

Salutation Mr Ms Mrs Miss Other

Given Name(s)

Surname

Job Title

Telephone

Facsimile

Mobile

Email Address

Office Use Only

Date Received / / Payment Approved Delegates

Course Code B 2 B S 3 0 A - B 2 B S 3 0 A

Location Melbourne Sydney Brisbane

Start / / Confirmed Waitlisted

STEP 3**Choose Your Preferred Workshop, Starting Date, Time & Location**Fear- The Art of Selling[®] (Melbourne Course)

Start / End Date	Location	Times	Course	Status
11.10.18	Melbourne	08.30 - 12.00	Unit 1	Available
18.10.18	Melbourne	08.30 - 12.00	Unit 2	Available
25.10.18	Melbourne	08.30 - 12.00	Unit 3	Available
01.11.18	Melbourne	08.30 - 12.00	Unit 4	Available
08.11.18	Melbourne	08.30 - 12.00	Unit 5	Available
15.11.18	Melbourne	08.30 - 12.00	Unit 6	Available
22.11.18	Melbourne	08.30 - 12.00	Unit 7	Available
29.11.18	Melbourne	08.30 - 12.00	Unit 8	Available

or

Start / End Date	Location	Times	Course	Status
11.10.18	Melbourne	13.00 - 16.30	Unit 1	Available
18.10.18	Melbourne	13.00 - 16.30	Unit 2	Available
25.10.18	Melbourne	13.00 - 16.30	Unit 3	Available
01.11.18	Melbourne	13.00 - 16.30	Unit 4	Available
08.11.18	Melbourne	13.00 - 16.30	Unit 5	Available
15.11.18	Melbourne	13.00 - 16.30	Unit 6	Available
22.11.18	Melbourne	13.00 - 16.30	Unit 7	Available
29.11.18	Melbourne	13.00 - 16.30	Unit 8	Available

STEP 4

Add Contact Details for Each Participant Attending the Workshop

Given Name(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	required for SMS reminders																

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Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	required for SMS reminders																

Note: If additional participants are attending the workshop, please make copies of this sheet and attach.

General Terms & Conditions

Fees

Your investment for the full programme of eight (8) 1/2 day units, Fear – The Art of Selling ® is \$3,530.00 Ex. GST per participant excluding the Earlybird discount. All training material including Participant Notes & Workbooks is provided.

Earlybird Discounts

A 10% discount off the full programme fee is applicable by booking three (3) or more weeks prior to your chosen workshop's commencement date.

Credit Card Payments

A credit card surcharge of 2.5% applies for payments made by VISA or MasterCard and 3% for AMEX.

Tax Invoice

A GST compliant Tax Invoice in PDF format will be issued via email after payment has been received in full.

Registration

For a participant's registration to be valid, Deakon must receive payment in full prior to your chosen workshop's commencement date. Unless prior approval has been granted by a Deakon representative, Deakon will refuse workshop entry to any individual whose registration fee has not been paid in full.

Cancellation Policy

Deakon understands that circumstances may arise requiring a registrant to cancel and / or wish to reschedule his or her workshop registration. If a cancellation request is made at least twenty-one (21) days before the workshop commencement date, a full refund will be given and within three weeks or less, but more than one week, a cancellation penalty of 50% of the full registration fee will apply.

Unfortunately, if the registration is cancelled less than 7 days before the workshop commencement date, no refund will be given. Under no circumstances shall a full or partial refund be given once a workshop has commenced.

A registrant may also either reschedule his or her workshop registration, or send a workshop substitute to the originally scheduled workshop with prior written notice to Deakon. If a workshop registrant is a "no show" on the day of the workshop, Deakon will not honour any requests to reschedule the registration.

Deakon will make every effort not to cancel or postpone any workshops, however if cancellation or postponement is necessary for any reason, registrants will be notified no less than 7 days prior to the workshop commencement date by phone, facsimile or email. Registrants may choose either to apply their registration fee to a future workshop or request a full refund.

All workshop cancellations must be made in writing and sent to Deakon Pty Ltd. Level 23 HWT Tower, 40 City Road Southgate, Vic. 3006, faxed to (03) 9372 8355 or emailed to training@deakon.com.au

Deakon is not responsible for travel or any other expenses incurred by registrants in the event of a cancellation.

Validity

These Terms & Conditions are effective from 1st December 2017.

I agree to and accept the above Terms & Conditions in full:

Name

Job Title

Signature

Date

STEP 8**Return Registration Form**

Fax

Fax your completed and signed registration form with your credit card details (only) to **03 9372 8355**.



Mail

Mail your completed and signed registration form with your credit card details to Deakon Pty Ltd. Level 23 HWT Tower, 40 City Road Southgate, Victoria 3006.

or

Mail your completed and signed registration form to Deakon Pty Ltd. Level 23 HWT Tower, 40 City Road Southgate, Victoria 3006 with a cheque made payable to Deakon Pty Ltd.



Email

Email your completed and signed registration in PDF format with your credit card details (only) to **training@deakon.com.au**



Invoice

Fax, Mail or Email your completed and signed registration form with the Invoice box ticked and "Order Number" clearly stated.

IMPORTANT

Once we receive your completed registration form along with full payment, Deakon will send a confirmation booking message via email.

You will receive an additional email outlining the course agenda along with venue and parking details a minimum of two (2) week prior to the commencement of the workshop.

If you have any questions, please feel free to contact us on **1800 DEAKON**.

Thankyou for your valued business!

www.deakon.com.au