

## Enrolment Form

To An Introduction to the Etiquette of Simple Administration

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ MOB: \_\_\_\_\_

Referred by: \_\_\_\_\_ Course Date: \_\_\_\_\_

Names of Attendees: \_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE THAT PAYMENT IN ADVANCED IS REQUIRED. CREDIT CARD PAYMENTS CAN BE FAXED TO: 02 6295 9099**

Payment Method: \_\_\_\_\_

In enclose a cheque for \$ \_\_\_\_\_

Please Charge my credit card Visa/Mastercard/Bankcard

Credit Card Details: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Terms

Full payment is required before course date. If you are unable to attend you may nominate a substitute. Refunds will be made if notification is no less than 4 working days prior to course minus administration fee of \$25.

### ISO Business Basics

ABN: 94 094 070 774

Fax: (02) 6295 9099

Phone: (02) 6295 0999

E-mail: [contact@iso.com.au](mailto:contact@iso.com.au)

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