



Course – Booking Form

Great to have you join us!

Please fill out details below and return to Art of Communicating

Fax (02) 9453 9266, **Email** info@artofcommunicating.com.au

Mail: 35 Earl Street, Beacon Hill NSW 2100

Your Contact Details:

First Name Surname

Business Name

Address

SuburbPost Code

Phone Fax

Mobile..... Email

Course Details

Course Name:

Course Date:

Location:

Payment Details

Cost:(Early Bird Price may apply if you book in time!)

Cheque/Money Order Enclosed

Made out to 'Art of Communicating'

Mail to: Art of Communicating, Course Bookings, 35 Earl Street, Beacon Hill NSW 2100

Direct Deposit

Account Name: Art of Communicating, Account #: 51456, BSB: 802147

Notify us by phone, fax or email of your deposit please.

Credit Card Payment

Mastercard - Card # Code

Visa - Card # Code

AMEX - Card #..... Code

Name on Card Exp Date.....

Signature

Terms and Conditions

- Your booking will be confirmed once payment has been received and a tax receipt will be issued.
- Once the course is confirmed, any cancellation within 7 days of this course start date will incur a 40% charge of the cost of the course to cover room hire and administration costs.
- No refund can be given for cancellations within 3 days of the course.
- However you are welcome to substitute another participant and not incur any cancellation fee or charges.
- All care will be taken to give suitable notice if Art of Communicating needs to reschedule or cancel a course and Art of Communicating shall not in any way be held responsible for any expenses that the participant or company may incur as a result of having to cancel or reschedule a course.