



trainingBRIEF™

COURSE REGISTRATION FORM/TAX INVOICE

(Please note that upon course registration this form becomes a tax invoice)

Name: _____

Position: _____

Company: _____

Address: _____

Contact: (Tel) _____

(Fax) _____

Email: _____

Please contact our Training Co-ordinator should you have any special needs, for example dietary requirements and language and literacy requirements.

Names of persons attending:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Course Name: _____

Course Date/s: _____

Course Venue: _____

Please fax your registration form with credit card details to
(02) 9238 6824, or post it with the accompanying cheque to our Head Office:
The Brief Group Pty Ltd
Level 57 MLC Centre, Martin Place Sydney NSW 2000

☐ Cheque ☐ Bankcard ☐ Mastercard ☐ Visa ☐ Please send me an invoice

Credit Card No.

Cardholder Name: _____ Card Expiry Date ____/____/____

Signature: _____ Amount \$ _____ (GST incl)

Terms & Conditions

- Duration for training unless otherwise specified or agreed is: 9am – 4pm (Full Day), 9am – 12:30pm (half day).
- Maximum class numbers are 20 unless otherwise stated.
- Closing date for registration and payment is 7 days prior to course commencement.
- The Brief Group reserves the right to cancel a course if there are insufficient applications for public training. In the event a course is cancelled The Brief Group will arrange for a transfer to the next course available or arrange a refund upon request.
- Costs quoted do not include GST. 10% GST applies to all courses.
- No refund is payable in the event of withdrawal or transfer of course within 7 days of course commencement. Replacements are welcome.