

PROCUREMENT TRAINING REGISTRATION FORM

Course Code:		Course Date/s:	
Course Title:			
Surname:		First Name:	
Position Title:			
Organisation:			
ABN NUMBER:			
Address:			
State:		Postcode:	
Telephone (W):		Mobile:	
Fax No.:		Email:	
Do you intend to undertake assessment for purchasing certification?			Yes/No
Do you have any special needs or requirements?	Language:	Literacy:	
	Physical:	Other:	
	Dietary:	Numeracy:	

I understand and accept the payment and cancellation policy below

Supervisor's Signature:		Date:	
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Payment & Cancellation Policy:

A tax invoice will be forwarded **after** the course has been conducted. **There will be no refunds for cancellations received less than ten (10) working days prior to course commencement.** Any course transfers that take place within (10) working days prior to course commencement may attract an administrative fee of \$100.00. Substitutions can be made by prior arrangement. The Department of Commerce reserves the right to re-schedule courses. You are advised to phone ahead to check availability. Upon receipt of your registration form, you will be registered on your nominated course and an acknowledgment will be forwarded two weeks prior to the course date.

Fax or email your completed form to:

Procurement Training Registrations Fax: 02 9372 8844; Phone 02 9372 8826
Email: procurement.training@commerce.nsw.gov.au
NSW Procurement, Level 11, McKell Building, 2-24 Rawson Place, Sydney 2000