

2010 Workshop Booking Form

Spaces are limited, so please fax or email your booking form to QLD ECTARC office to ensure your place. Bookings close three weeks prior to event, unless previously booked out.

NOTE: Confirmation of workshop and venue will be sent 2 weeks prior.



ECTARC
QLD INSERVICE & WORKSHOP INFORMATION

| | | |
|---|------|--------|
| Service/Company/Org: | | |
| Contact Person: | | |
| Address: | | Pcode |
| Ph: | Fax: | Email: |
| Any special requirements/needs (Literacy, Physical, Dietary): | | |

| Participant Names | Workshop Title | Date/ Time | Cost |
|-------------------|----------------|------------|------|
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Please print clearly to ensure correct spelling of names on Certificates

TOTAL COST : _____

Full payment is required at time of booking to confirm a place at workshops

To secure my/our attendance at the workshops indicated above a cheque for the amount of \$_____ is enclosed. *Please make cheques/money orders payable to 'ECTARC'.*

Please take the amount of \$_____ from the credit card details below to secure my/our attendance at the workshops indicated above.

Type of credit card: Visa Mastercard Bankcard American Express

Number:

Expiry Date: ____/____ Name on card: _____

Centre/person's name the invoice should be made out to: _____

Please note: *Payments are non refundable but bookings can be transferred to other staff members/colleagues. ECTARC reserves the right to cancel workshops giving ten (10) working days notice prior to the event. (In this instance refunds will be issued)*