Deakon™

Deakon Pty Ltd.
Level 23 HWT Tower, 40 City Road
Southgate, Victoria 3006
Australia

Telephone +61 3 9674 7122
Facsimile +61 3 9372 8355

Website www.deakon.com.au

ABN # 52 367 906 730
ACN # 115 246 967

INTRODUCTION WORKSHOP - REGISTRATION FORM

STEP 1 Fill in Your Company's General Contact Details

Company Name

Street Address

Suburb

State Post Code

Mailing Address

STEP 2 Provide a Central Contact Person for Administrative Purposes

Salutation Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other ☐

Given Name(s)

Surname

Job Title

Telephone

Facsimile

Mobile

Email Address

Office Use Only

Date Received / / Payment Approved ☐ Delegates

Course Code B 2 B S 3 0 A - B 2 B S 3 0 A

Location Melbourne ☐ Sydney ☐ Brisbane ☐ ☐

Start / / Confirmed ☐ Waitlisted ☐

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STEP 3 Choose Your Preferred Workshop, Dates & Venue

Fear- The Art of Selling ® ☑

Dates	Location	Times	Course	Status	
	As Below		Intro.	TBA	☐
					☐
					☐
					☐

Venue Details

Facility

Training Room Name

Street Address

Suburb

State Post Code

Facility Coordinator

Telephone

Facsimile

Mobile

Email Address

Please confirm that the following equipment and / or services will be provided on the day.

Data Projector & Screen ☐ Whiteboard & Pens ☐ Flipchart x (2) & Pens ☐

Classroom Furniture ☐ Catering ☐ ☐

Note: All charges associated with venue & equipment hire /catering whether in-house or outsourced to a 3rd party are to be covered by the client in full.

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STEP 4 **Add Contact Details for Each Participant Attending the Workshop**

Given Name(s)

Surname

Job Title

Email Address

Mobile required for SMS reminders

Given Name(s)

Surname

Job Title

Email Address

Mobile required for SMS reminders

Given Name(s)

Surname

Job Title

Email Address

Mobile required for SMS reminders

Given Name(s)

Surname

Job Title

Email Address

Mobile required for SMS reminders

Given Name(s)

Surname

Job Title

Email Address

Mobile required for SMS reminders

Note: If additional participants are attending the workshop, please make copies of this sheet and attach.

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STEP 5 Calculate Your Total Investment

Fear - The Art of Selling ®

Charge Per Group (Ex. Venue Hire)	$3,010.00	Introduction Workshop / 2 hr
Add 10% GST		+
Total		Inc. GST

STEP 6 Select a Payment Method, Credit Card, Cheque or Invoice

VISA ☐ MasterCard ☐ AMEX ☐

Cheque ☐

Invoice ☐ Order Number _____ EFT ☐

If paying by credit card, the following cardholder information is required:

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Visa / MC

☐☐☐☐ ☐☐☐☐☐☐ ☐☐☐☐☐ AMEX

Cardholder Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiry Date ☐☐ / ☐☐

Signature

Office Use Only

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STEP 7 If You Agree To The Following, Please Sign To Show Your Acceptance

General Terms & Conditions

Fees

Your investment for the 2 hr introduction workshop, Fear – The Art of Selling ® is $3,010.00 Ex. GST per group. All training material including Participant Notes & Workbooks is provided.

Venue & Equipment Hire / Catering

All charges associated with venue & equipment hire / catering whether in-house or outsourced to a 3rd party are to be covered by the client in full. This includes the supply of the following - Data Projector & Screen, Whiteboard, Flipcharts and Classroom Furniture.

Deakon can arrange for any or all of these services to be provided on request. An administration fee of 20% applies in addition to any charges incurred by Deakon to provide these services.

Expenses

All interstate travel, accommodation & meal charges incurred by Deakon's assigned facilitator are to billed to the client at cost.

Tax Invoice

A GST compliant Tax Invoice in PDF format will be issued via email after payment has been received in full.

Credit Card Payments

A credit card surcharge of 1.8% applies for payments made by VISA or MasterCard and 3% for AMEX.

Cancellation Policy

Deakon understands that circumstances may arise requiring a workshop to be cancelled and/or need to be rescheduled. If a cancellation request is made at least twenty-one (21) days before the workshop commencement date, a full refund will be given and within three weeks or less, but more than one week, a cancellation penalty of 50% of the full fee will apply.

Unfortunately, if the workshop is cancelled less than 7 days before the workshop commencement date, no refund will be given. Under no circumstances shall a full or partial refund be given once a workshop has commenced.

Deakon will make every effort not to cancel or postpone any workshops, however if cancellation or postponement is necessary for any reason, the client will be notified no less than 7 days prior to the workshop commencement date by phone, facsimile or email. The client may choose either to reschedule the workshop or request a full refund.

All workshop cancellations must be made in writing and sent to Deakon Pty Ltd. Level 23 HWT Tower, 40 City Road Southgate, Vic. 3006, faxed to **(03) 9372 8355** or emailed to **training@deakon.com.au**

Deakon is not responsible for travel or any other expenses incurred by participants in the event of a cancellation.

Validity

These Terms & Conditions are effective from 1st January 2012.

I agree to and accept the above Terms & Conditions in full:

Name

Job Title

Signature

Date / /

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STEP 8 **Return Registration Form**

Fax

Fax your completed and signed registration form with your credit card details (only) to **03 9372 8355**.

Mail

Mail your completed and signed registration form with your credit card details to Deakon Pty Ltd. Level 23 HWT Tower, 40 City Road Southgate, Victoria 3006.

or

Mail your completed and signed registration form to Deakon Pty Ltd. Level 23 HWT Tower, 40 City Road Southgate, Victoria 3006 with a cheque made payable to Deakon Pty Ltd.

Email

Email your completed and signed registration in PDF format with your credit card details (only) to **training@deakon.com.au**

Invoice

Fax, Mail or Email your completed and signed registration form with the Invoice box ticked ☑ and "Official Order Number" clearly stated.

IMPORTANT

Once we receive your completed registration form along with full payment, Deakon will send a confirmation booking message via email.

You will receive an additional email outlining the course agenda a minimum of two (2) week prior to the commencement of the workshop.

If you have any questions, please feel free to contact us on **03 9674 7122.**

Thankyou for your valued business!

www.deakon.com.au