



## **Course Title: Records Management Fundamentals**

**Date of Course: 22<sup>nd</sup> – 23<sup>rd</sup> February 2005**

### **Conditions for Training Course Registration**

#### **How to register**

Please use the Registration Form on the following page to register to attend the course. Only registrations supplied on this form will be accepted.

If more than one person from your workplace is attending the course, please complete a separate registration form for each person even if the payment of fees is combined.

#### **Payment of the Registration Fees**

The Registration Fee for the course is \$500.00 inclusive of GST. Payment in full must accompany your registration. We will not accept registrations without payment. The registration form is a tax invoice. Payments are to be made by cheque payable to:

The Recordkeeping Institute

#### **Refunds for Cancellation or Postponement**

We reserve the right to cancel or postpone courses due to unforeseen circumstances. We will make every effort to ensure that nominees for cancelled courses are placed on the next available course.

Should you be unable to attend a course, a substitute registration is welcome at no extra charge. Please let us know as soon as possible to enable us to make changes to personalised materials. Alternatively, we will refund your payment following receipt written advice of withdrawal, up to ten working days before the course.

We regret that no refund can be made for cancellations received less than ten working days before a course.

#### **Contacts**

**Phone:** 02 8200-8706

**Email:** [training@recordkeeping.com.au](mailto:training@recordkeeping.com.au)

# Registration Form/Tax Invoice

ABN 63 091 753 678

**Course Title: Records Management Fundamentals**

**Date of Course: 22<sup>nd</sup> – 23<sup>rd</sup> February 2005**

**Title**

**Family Name**

**First Name**

**Other Names**

**Organisation/company**

**Postal Address**

**State**

**Postcode**

**Telephone Number**

**Fax Number**

**E-mail Address**

**How did you find out about this course?**

*I have read and agree to the conditions for training course registration outlined above.*

**Signature**

**Date**

## **Payment of Registration Fees**

A Registration Fee of \$500.00 (GST inclusive) is payable at registration.

Payment in full must accompany your registration. This registration form is a tax invoice. Payment is to be made by cheque payable to:

### **The Recordkeeping Institute**

Please send your completed registration form including payment to:

The Recordkeeping Institute  
PO Box 1619  
Darlinghurst NSW 1300