



Distributions Pte Ltd

SOLUTIONS FOR SUCCESS

Training Registration Form

Select Your Course:

<u>Course</u>	<u>Duration</u>	<u>Fee</u>	<u>No of PAX</u>	<u>Total Fee</u>
MYOB Accounting/ Premier	1 Day	\$375 for 1 Course \$700 for any 2 Courses (Save \$50)		
Advanced Processes	1 Day			
Business Reporting & Analysis	1 Day			
MYOB Inventory	1 Day			
Multicurrency	1 Day			
			TOTAL	\$

Complete Your Details

Name: _____
 Company: _____
 MYOB Software: _____
 Designation: _____
 Address: _____
 Phone _____ Fax: _____ Email: _____

Name to be printed on Certificate (IN CAPITAL LETTERS)

Name (Mr/Mrs/Ms) _____ Designation: _____
 Name (Mr/Mrs/Ms) _____ Designation: _____

Chosen Date (Please refer to website for training dates):

Date: _____

Payment

By Cheque:
 Please make your cheque payable to GLOBALBIZ DISTRIBUTIONS PTE LTD and kindly indicate your company name on the back.
 Return to: GlobalBiz Distributions Pte Ltd - 201 Joo Chiat Road, #04-01, Singapore 427472
 Cheque no: _____

For Enquiries, please contact us at
Tel: +65 6479 6909 / +65 6345 8859
Fax: +65 6479 9325
Email: mumtash@globalbiz.com.sg
Web: www.globalbiz.com.sg

Company Stamp & Signature



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Terms & Conditions

- ◆ Bookings for an MYOB Training Course will only be processed upon:
 - Receipt of full payment of the course fee with proof of payment and the training registration form, which needs to be received 3 working days prior to the remaining date
 - Upon receiving the above, you will get an email / fax with a Confirmation letter to validate your registration. Only then, is your registration confirmed. The confirmation letter needs to be brought along on the day of training
- Rescheduling
 - A request to reschedule for a training course will only be accepted if notification is given in writing at least 5 working days before the course commences
 - A transfer is available to an alternative course for the same value or less
- ◆ Refunds
 - GlobalBiz Distributions Pte Ltd will issue a full refund if notification of non-attendance is given 10 full working days or more before the course date
 - Payment for the refund will require an additional 14 working days to be processed
 - A 50% refund will be given for cancellation received between 5-9 working days prior to the day of training
 - No refunds will be made if notification of non-attendance is given 4 full working days or less before the course date.
 - These terms apply irrespective of when a booking is created
- ◆ Course Prices:
 - Prices are subject to change without notice and will be quoted at the time of booking
- ◆ GlobalBiz Distributions Pte Ltd reserves the right in its sole discretion to reschedule or cancel any particular course if needed without prior notice. In the event that specific course is cancelled then participants enrolled in that course will be transferred to the next available course and will be notified of the change

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