

## Training Terms and Conditions

### Course Details

- Venue: Open Public Courses and Dedicated Customer Courses will be held at the premises of PMSA – Level 4, 87 Wickham Terrace Spring Hill – unless notified otherwise
- Time: 8:30am – approximately 4:30pm
- Refreshments: Lunch, morning and afternoon tea provided (not included for courses held on client premises)

PO Box 956  
Spring Hill Qld  
Australia 4004

Level 4  
87 Wickham Terrace  
Spring Hill Qld  
Australia 4004

Ph: 07 3839 6300

Fax: 07 3839 6333

Email:  
pmsa@pmsa.com.au

### Terms and Conditions

- Our terms are strictly fourteen (14) days from date of invoice with payment in full *seven (7) days prior* to the commencement of the training.
- A penalty of 5% of total cost applies for late payments.
- Prices do not include airfares and accommodation.
- Prices are correct at time of publication but may change without notification. Please confirm prior to placing order. If a discounted price is applicable, participants must be booked for the same course, on the same registration. Cancellations from the required number of participants will result in an increase of course cost.
- Course prices include GST. Should other taxes be applicable, they will be either specifically itemized or added to the client's account.
- Payment by credit card will incur a 2% finance charge.
- If discounts apply, GST will be payable on the discounted amount.
- PMSA aims to schedule its resources one to two months in advance. We ask that this be taken into account when requesting our services. We will endeavor to satisfy all requests, it is possible that we may have difficulty fulfilling a request without ample notice.
- *PMSA reserves the right to reschedule a public course five (5) working days prior to course commencement if there are an insufficient number of participants.*

#### Training at a Client Site

- No allowance has been made for the training venue, training equipment (whiteboards, projector, OHP, screen, etc) computers loaded with the correct software for the trainer and each participant, meals and refreshments during the workshop nor office accommodation or supplies. Should PMSA be required to provide these, a separate quotation can be provided.
- No allowance has been made for travel expenses. These will be passed on to the client at cost.

### Cancellations/Rescheduling/Substitutions

- *All Cancellations/Reschedules/Substitutions must be made in writing to the Training Coordinator of Project Management Solutions (Aust) via direct email or fax; or to [pmsa@pmsa.com.au](mailto:pmsa@pmsa.com.au)*
- Cancellation and Rescheduling fees are as follows:

Business Days Notice	Cancellation Fee	Rescheduling Fee
16+ working days	No fee	No fee
5-15 working days	25% of course cost	10% of course cost
2-4 working days	50% of course cost	50% of course cost
Less than 2 working days	100% of course cost	100% of course cost

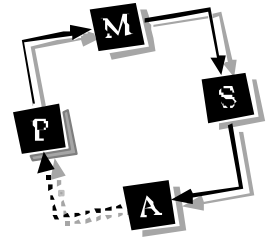
- Substitute attendees can be made at any time prior to the course commencement provided they meet any necessary prerequisites.
- Cancellations forfeit the participants' eligibility to receive all course material and certification.

# PROJECT MANAGEMENT SOLUTIONS

A.B.N. 35 011 032 894

(AUST) Pty Ltd

First Choice for Organisations Seeking Project Success



## Workshop Registration Form

Fax back to 07 3839 6333 or email pmsa@pmsa.com.au

PO Box 956  
Spring Hill Qld  
Australia 4004

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87 Wickham Terrace  
Spring Hill Qld  
Australia 4004

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pmsa@pmsa.com.au

### Company Details

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

### Course Details

Course Name: \_\_\_\_\_

Course Date: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Total Cost: \$ \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Date: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Total Cost: \$ \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Date: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Total Cost: \$ \_\_\_\_\_

### Payment Method

Please make cheques payable to: Project Management Solutions (Aust) Pty Ltd

Cheque                      Electronic Funds Transfer                      Purchase Order Number \_\_\_\_\_  
(please supply copy of PO with this Registration)

Credit Card Type (eg Visa): \_\_\_\_\_

Card Number

\_\_\_\_\_

CCV Number (Last 3 digits on the back of the card):     \_\_\_ \_\_\_ \_\_\_                      Exp Date: \_\_\_/\_\_\_

Cardholders Name; \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

**Please Note: Credit Card payments incur a 2% surcharge**

**Please Turn Over**

## Course Participants

Please spell participants' names, as you would like it to appear on the course certificate

1) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Branch: \_\_\_\_\_ Email: \_\_\_\_\_

2) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Branch: \_\_\_\_\_ Email: \_\_\_\_\_

3) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Branch: \_\_\_\_\_ Email: \_\_\_\_\_

4) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Branch: \_\_\_\_\_ Email: \_\_\_\_\_

5) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Branch: \_\_\_\_\_ Email: \_\_\_\_\_

6) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Branch: \_\_\_\_\_ Email: \_\_\_\_\_

7) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Branch: \_\_\_\_\_ Email: \_\_\_\_\_

8) Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Branch: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_, have read and accept the terms and conditions of training and approve the above nominee/s to attend the specified training course/s, and will make full payment prior to the course commencement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Payment Authorizer)

For additional course information please visit our website: [www.pmsa.com.au](http://www.pmsa.com.au)