

## The Effective Supervisor – 2 Day course

Thank you for booking your course with Accrete. Your booking will be confirmed when we have received your completed form with payment details or purchase order.

**PLEASE READ CONDITIONS CAREFULLY**

1. Certification cannot be issued until payment is received.
2. **A minimum standard of clothing consisting of long trousers (preferred), long sleeved shirt and fully enclosed footwear is required.**
3. Cancellation must be received in writing **NO LESS THAN 5 WORKING DAYS PRIOR TO THE COURSE OR FULL COST OF COURSE WILL BE CHARGED.**
4. Another participant may be substituted if the nominated person is unable to attend.
5. Accrete endeavors to run all courses but reserves the right to cancel or postpone a course.
6. Late arrivals will be accepted at the facilitators discretion, if refused will be classified as a late cancellation and charged accordingly.
7. Accrete will not confirm bookings until a Purchase Order or credit card details are provided.

Course Dates ...../...../..... to ...../...../.....

Participant	Contact Number/email address

**Contact Details of person completing form: Name:**.....

**Email:** ..... **Ph:**.....

**Tax Invoice Address:**.....

Payment may be made via credit card or on account if prior arrangement is made.

<p><b>Credit Card Details:</b>          Card Holder Name..... Contact Number.....          Card Type - Visa <input type="checkbox"/> M'card <input type="checkbox"/> Bankcard <input type="checkbox"/>          Card Number - _____          Expiry Date - ____/____ Security Number - _____          Signature: .....</p>
<p><b>Account Details:</b>          Account Name:..... Purchase Order No:.....          Postal Address : .....          Contact Name : ..... Contact Number: .....</p>

**CANCELLATION MUST BE RECEIVED IN WRITING NO LESS THAN 5 WORKING DAYS PRIOR TO THE COURSE OR FULL COST OF COURSE WILL BE CHARGED.**

I confirm bookings on the above course and in doing so acknowledge my understanding and acceptance of all conditions and requirements for this course

Name: .....  
 Signature:.....  
 Date:...../...../.....