

**CONTACT DETAILS**

(Mr/Mrs/Ms) First name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Referred by sales rep: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
Company web address: \_\_\_\_\_

**INVOICING DETAILS** (if different from above)

(Mr/Mrs/Ms) First name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Job title: \_\_\_\_\_  
How did you hear about the SGS training: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_

**METHOD OF PAYMENT**

Cheque enclosed (Please add applicable Canadian taxes)  
Check/Cheque amount: \_\_\_\_\_  
Check/Cheque number: \_\_\_\_\_  
 Please invoice (SGS Clients Only)  
P.O. Number \_\_\_\_\_  
 Credit Card  
American Express  VISA  Master Card   
Amount to be billed: \_\_\_\_\_  
Card No: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Billing address (if different from before): \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Name of card holder: \_\_\_\_\_

**TRAINING TYPE**

In-House Training  Public Training  
 Virtual Training  E-Learning / Self-based Training

**ATTENDEE INFORMATION**

ATTENDEE 1  
(Mr/Mrs/Ms) First name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
Course name: \_\_\_\_\_ Cost: \_\_\_\_\_ Discount: \_\_\_\_\_  
Date: \_\_\_\_\_ Location: \_\_\_\_\_

ATTENDEE 2  
(Mr/Mrs/Ms) First name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
Course name: \_\_\_\_\_ Cost: \_\_\_\_\_ Discount: \_\_\_\_\_  
Date: \_\_\_\_\_ Location: \_\_\_\_\_

**DISCOUNTS**

The following discounts apply to most of our training courses:

- Register 60 days in advance and receive a 10% discount.
- Register 30 days in advance and receive a 5% discount.
- Multiple registrations for the same course: initial attendee pays full price, additional attendees receive 10% discount.

\*Discounts cannot be combined.

**SPECIAL NOTES/ REFERENCE DOCUMENT:** (i.e. Food allergies; wheelchair accessibility; applicable discounts). **PLEASE NOTE** We will try our best to meet special dietary requirements. If in some cases the request is outside our normal expectation, an additional charge will be incurred to the attendee.

