

Registration Form

- Sign Me Up! I want to boost my productivity!
- Call me to arrange on-site training to my specifications

Course _____ Date _____ City _____

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- Sign Me Up And Certify Me!*

Exam _____ Date _____ City _____

Contact Information

Name _____

Title _____

Department _____

Company _____

Address _____

City, Province _____

Postal Code, Country _____

Office Telephone (extension) _____

Fax _____

Direct Phone _____
(In case we need to contact you on the morning of the class)

Email _____

I heard about you from _____

I have read and agreed to InfoCan Management's terms and conditions.

Signature

Payment Information



Personal cheques, company cheques or money orders should be made payable to InfoCan Management. Payment may also be made through Visa and MasterCard. For government agencies and ministries, we will accept government purchase orders.

- Cheque
- Visa
- MasterCard

Card Number _____

Expiry Date _____ Name as it appears on card _____

(Please print clearly)

If for any reason this payment should not be processed or accepted by Visa/ MasterCard, I understand that I will still be obligated to pay the above amount by an alternative method.

Signature _____

Purchase Order Discount or Promotion Code: _____

P.O. Number _____

Contact Person _____

Delivery Date _____

Terms & Conditions

Your seat in class is not guaranteed until payment is received in full by InfoCan Management. All cheques must be sent to the above address within seven (7) days of this registration form being signed and faxed to InfoCan Management. All overdue invoices will be subject to late charges of 2% per month (26.8% compounded annual rate). All registrations are handled on a first-come, first-served basis and are subject to availability. If the requested class is available, you will be registered for the course and a confirmation letter will be sent to you. If an opening does not exist, you will be contacted within 24 hours to reschedule. If you cancel with more than two weeks (10 business days) notice prior to the start date of the course, you will incur a \$100 administration fee. A reschedule notice within two weeks (10 business days) will cause you to incur the \$100 fee, plus an extra 10% rescheduling fee. A cancellation notice within two weeks (10 business days) will cause the student to incur a 50% late cancellation penalty. Any student wishing to reschedule, must take the class within 6 months of initial date. At the end of 6 months, you will be invoiced for the full amount. Registrants who do not cancel and do not attend are subject to a 100% no-show fee. All cancellations must be in writing. Refunds are based on the date our office receives your cancellation notice. \$25 charge will also be applied for each non-sufficient funds (NSF) cheque.

* Terms & Conditions for Certification Exams are specified in the confirmation letters sent upon registration.

Mail your cheque to

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Get trained by the best!
Make the call.

