**Registration and Tax Invoice**

**Safety in Laboratories, Oakhill College**

**28-29 April 2016**

**Instructions**

Make sure that you have downloaded this file to your computer and have opened it using word-processing software, such as MS Word.

Please type your details into

* the tax invoice on the following page and pass it on to your accounts section for payment
* the registration form on the last page and email this file (with the two completed forms) to [phillip@ecosolve.com.au](mailto:phillip@ecosolve.com.au)

If more than one person at your school wishes to attend, each of you should download a separate copy of this file and type your details into the tax invoice and registration form. Please pass each completed tax invoice to your accounts section for payment and email each completed registration form to [phillip@ecosolve.com.au](mailto:phillip@ecosolve.com.au) so that we have all your contact details. The name provided will be the one on your certificate of attendance.

**We require payment before the course, please!**

You will not be allowed to attend the course unless we have received your cheque or EFT transfer of money in our account by the close of business on **22 April 2016**. You will need to provide your receipt at registration as proof of payment.

Please email to [phillip@ecosolve.com.au](mailto:phillip@ecosolve.com.au) a scanned copy of your school's completed purchase order, so that we can see that payment is coming and we will reserve for you a place at the training course.

We will email you a receipt once payment is received.

Please do not hesitate to contact me at [phillip@ecosolve.com.au](mailto:phillip@ecosolve.com.au) if you have any questions!

**Ecosolve Australia Pty Ltd**

ABN 48 145 464 204

3 Valley View Close, Roseville

NSW 2069 Australia

Ph: 02 9415 8677

phillip@ecosolve.com.au

**TAX INVOICE**

|  |  |
| --- | --- |
| Attendance of |  |

at Safety in Laboratories course 28-29 April 2016 at Oakhill College, Castle Hill

including two days training, morning tea, lunch, afternoon tea each day, "Safety in Schools" book and certificate of attendance.

|  |  |
| --- | --- |
| Date |  |
| Contact person |  |
| School name |  |
| Address1 |  |
| Address2 |  |
| State |  |
| Postcode |  |
| Phone |  |
| Email |  |

Attendance for 2 days: $495.00 including GST

Attendance for 1 day: $330.00 including GST

|  |  |
| --- | --- |
| Payment sum due |  |

Please pay by posting a cheque to the address in the letterhead or by electronic funds transfer to

Ecosolve Australia Pty Ltd

BSB: 082 201

Account: 178 726 319

with an EFT annotation that clearly indicates the name of the school making payment and the family name of the attendee.

**Payment must be received before close of business on 22 April 2016.**

Payment received after this date will be returned to the school and the attendee will not be permitted to attend.

Please note that payment by credit card is not accepted.

**Registration**

**Safety in Laboratories, Oakhill College**

**28-29 April 2016**

Please type your details in the table below. The cells will expand as required.

ENSURE DETAILS ARE EXACTLY CORRECT

since they will be used for your certificate of attendance.

Each person attending from your school should download a copy of this document from the website and complete a registration form and tax invoice.

When you have correctly entered and checked all the details on this form, please email it to [phillip@ecosolve.com.au](mailto:phillip@ecosolve.com.au)

|  |  |  |
| --- | --- | --- |
| Given name |  |  |
| Family name |  |  |
| \*Attendance, Day 1 ? |  | *Enter "Yes" or "No"* |
| \*Attendance, Day 2 ? |  | *Enter "Yes" or "No"* |
| Specify dietary restrictions |  | *Leave blank if none* |
| RiskAssess user? |  | *Enter "Yes" or "No"* |
| Position |  |  |
| Department |  |  |
| School |  |  |
| Address 1 |  |  |
| Address 2 |  |  |
| State |  |  |
| Postcode |  |  |
| Phone |  |  |
| Mobile |  |  |
| Email |  |  |

\* Day 1 = Thursday 28 April

Day 2 = Friday 29 April