

Date	
Fee	
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Consult	

1 DAY, RECEPTIONIST/CUSTOMER SERVICE ENHANCEMENT TRAINING WORKSHOP

ENROLMENT/REGISTRATION FORM

Established
61
 years!

Course Fee: \$600.00 per participant
 (Includes all learning materials, plus morning tea)

Payment Terms:

Full amount payable upon enrolment into the course

Hours of Attendance:

Hours: 9.00 am – 5.00 pm (includes a one-hour lunch break)

Important Information on the Impact of COVID19

Due to COVID19 Restrictions, Suzan Johnston Australia has temporarily postponed all face-to-face Receptionist and Customer Service Workshops. Accordingly, these workshops have **migrated to virtual/online delivery**. Our virtual, Zoom workshops are live and remain highly interactive. These workshops will continue to be largely hands-on and will include real-life scenarios and role play – keeping the content engaging and relevant.

Available Training Dates:

(Please tick (✓) the date required)

- Wednesday 16 September 2020
- Wednesday 18 November 2020
- Wednesday 3 February 2021
- Wednesday 17 March 2021

PARTICIPANT'S DETAILS:

Full Name: _____

Company Name: _____

Job Title & Brief Job Description: _____

Contact Details of the participant's Manager/Supervisor: _____

Company Postal Address: _____

Telephone: (W) _____ (M) _____

Email Address: _____

PAYMENT DETAILS:

To confirm your booking in one of our workshops, please return your completed registration form and payment of \$600.00 to:
 Fax: (03) 9639 0126 or Post: Suzan Johnston Australia, GPO Box 4704, Melbourne, Vic 3001

Payment can be in the form of Cheque, Money Order or Credit Card

If using MasterCard/Visa/American Express please fill in below:

Debit \$ _____ from my: Bankcard MasterCard Visa American Express

Number: Expiry Date: /

Name: _____ Signature: _____

REFUND OF YOUR PAYMENT: To be eligible for a refund of your payment, cancellation of your booking is required in writing two weeks prior to the commencement of the nominated course. (A booking fee of \$150.00 will be retained by the college to cover administrative costs.)

Signature: _____ **Date:** _____