



# Baseplan Enterprise Training Booking Form

Course/s: \_\_\_\_\_

Date/s: \_\_\_\_\_

Cost: \$500 +GST per participant (full day) / \$250 +GST per participant (half day)

Location: Baseplan Head Office: Suite 2, Level 1, 295 Pennant Hills Road, Thornleigh, NSW

Booking Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Attendee/s details:

Name	Position	Email Address

Total: \$ \_\_\_\_\_

Are there any dietary requirements: \_\_\_\_\_

Places are limited to 8 maximum and will be on a first come first served basis.

**[Early Bird Promotion booking deadline is 31st January 2010](#)**  
**(10% discount per one course per participant)**

**Alternatively the final booking deadline is 5th March 2010**

A booking confirmation with further information will be forwarded to the participants once this booking form is received

NB: Terms and Conditions apply

**HOW TO PAY:**

Please forward your Purchase Order for the total amount owing to:

**Fax: 02 9875 9677**

**Email: [bptraining@baseplan.com](mailto:bptraining@baseplan.com)**

**Address: Attention: Training Team, Baseplan Software, PO BOX 529, Pennant Hills, NSW 1715**



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## Terms and Conditions

1. **Bookings:** Bookings will only be confirmed upon receipt of a valid Purchase Order via a confirmation letter and a tax invoice will be provided 14 days prior to course commencement. Please contact Baseplan if you do not receive this confirmation within 2 working days of making payment. Purchase Orders will be processed 14 days prior to course commencement.
2. **Refunds:** Training courses are not refundable, however a credit note will be issued if a participant needs to cancel. Notification of cancellation received between 5 and 1 working days prior to the course will receive a credit less a \$30 administration fee. No refund or credit will be given if the participant does not attend the course without notification in advance.
3. **Course transfers:** Transfers between courses can be arranged if notification is received no less than 5 full working days before the commencement of the course from which you wish to transfer. Transfers requested less than 5 full working days before the commencement of the course/event will incur a \$30 administration fee. No transfer will be allowed if the participant does not attend the course/event without giving notification in advance
4. **Credits:** Any credit issued under these terms and conditions is valid for a period of 12 months from the course date , during which it may be only be used for training purposes. If the credit is not used within 12 months it will expire.
5. **Cancellation of Course Baseplan:** Baseplan reserves the right to cancel in its sole discretion any particular course. In the event that a specific course is cancelled, participants enrolled in that course will be transferred to the next available course and notified by Baseplan of the change. Baseplan assumes no responsibility for non-refundable airline tickets or other expenses incurred due to course cancellations. In the event that Baseplan cancels scheduled training and you do not wish to be transferred to another course, you will be provided with a full refund of fees upon request.
6. **Copyright:** All Baseplan Enterprise and Enterprise Lite course material is protected by copyright and is not able to be copied or utilised by you or any other party without prior written permission from Baseplan. This applies to the complete course materials or any part of them.
7. **Preparation for the course:** It is important that you fully satisfy any specified prerequisites. There will not be sufficient time to cover assumed knowledge during the course.
8. **Substitutions:** Request to transfer an enrolment to another person must be notified to Baseplan in writing and acknowledged by Baseplan Training prior to the commencement of the course.
9. **Course prices:** Prices are subject to change without notice and will be quoted excluding GST and confirmed at the time of booking.
10. **Discounts:** Any promotional or other discounts on course fees may only be claimed at the time a booking is made within the given promotional timeframe. Baseplan reserves the right to disallow any discounts that a client is found to be ineligible for, and charge the full price.
11. **Early Bird promotion:** Expires 31st January 2010. 10% discount applicable per one course only per participant. If multiple courses are booked per participant, the discount will apply to the most expensive course booked.

