

FOUNDATION (F)*		POLICIES, PROCEDURES & DOCUMENTATION (PPD)	DEVELOPING EFFECTIVE BUSINESS DOCUMENTS (DEBD)
<input type="checkbox"/>	4 February BRISBANE	<input type="checkbox"/>	5/6 February BRISBANE
<input type="checkbox"/>	6 April BRISBANE		<input type="checkbox"/>
			7 April BRISBANE

\* Foundation module must be completed before commencement of PPD and/or DEBD modules

## PARTICIPANT DETAILS

Participant name:			
Position:			
Department:			
Address:			
Phone:		Fax or Mobile:	
Email address:			

▶ Have you completed any other TACTICAL workshops? If yes, which ones?	
▶ Version of Word processing package you use:	<b>Version:</b>
▶ Types of information you write and/or edit:	
▶ Do you have any special requirements?: eg: meals, wheelchair access, etc.	

## COMPANY DETAILS

Company name:			
<b>ABN:</b>			
Manager's name:			
Position:			
Department:			
Phone:		Fax:	

## PAYMENT METHOD

<b>Credit Card Option</b>			
Credit Card Type:	Bankcard <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>
Cardholder name:			
Credit Card number:		Expiry date:	

<b>Invoice Option</b>			
Invoicing contact:			
Position:		Phone:	
Address:			
Purchase order no.:			

## TACTICS USE ONLY

Foundation Invoice No.:		Date:		Price:		BM:	
Add Module Invoice No.:		Date:		Price:		BM:	