

Training Registration Form

Please complete and return together with your cheque made payable to:
Caisen Limited.

1. NAME OF THE ORGANISATION

2. NAME OF THE PARTICIPANT (S)

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.....

3. WHICH COURSE ARE YOU ATTENDING (Tick the appropriate box)

	Basic	Adv.
a. BEGINNERS GUIDE TO ACCOUNTING	<input type="checkbox"/>	<input type="checkbox"/>
b. FROM PEN & PAPER TO MYOB	<input type="checkbox"/>	<input type="checkbox"/>
c. INTRODUCTION TO MYOB PAYROLL	<input type="checkbox"/>	<input type="checkbox"/>
d. MYOB INVENTORY MADE EASY		<input type="checkbox"/>
e. BEYOND THE BASICS WITH MYOB		<input type="checkbox"/>
f. END OF PERIOD RECONCILIATION AND REPORTING		<input type="checkbox"/>

4. PLEASE STATE THE VERSION OF YOUR SOFTWARE AND COUNTRY (PLEASE CIRCLE YOUR ANSWER?)

----- Australia OR New Zealand



5. MAILING ADDRESS

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6. EMAIL ADDRESS

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7. TELEPHONE & FAX CONTACT

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8. Please state the reason(s) why you are sending your staff?

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9. SIGNATURE & POSITION OF THE COMPANY REPRESENTATIVE

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Note:

- All cheque payments are to be made in full to Caisen Limited and paid 2 weeks before the agreed training dates.
- Non payment within the timeframe will result in cancellation of your training date which may then be given to another company.
- Payments can be made in person to Level 1, 340 Waimanu Road, Suva between the hours of 8.30am and 5.30pm Monday to Friday.
- Direct deposits can be made to the following bank account. For Telegraphic Transfers please include an extra F\$20.00 for bank charges.
 - Caisen Limited
 - Colonial National Bank, Suva
 - A/c# 6903868