

1 DAY Master Class:
Email with a Difference!
Structuring Effective Emails and Replies

Registration Form

PARTICIPANT'S DETAILS

Name (Prof/Dr/Mr/Mrs/Miss/Mdm): _____

Organisation: _____

Designation: _____ Department: _____

Tel: _____ Fax: _____ Email: _____

Name (Prof/Dr/Mr/Mrs/Miss/Mdm): _____

Organisation: _____

Designation: _____ Department: _____

Tel: _____ Fax: _____ Email: _____

COURSE DATES : 07 October 2010

METHOD OF PAYMENT (*Please tick relevant boxes*)

- By Cheque (for local participants only) Cheque made payable to **Aventis Learning Group Pte Ltd**
- By Bank Transfer

ORGANISATION DETAILS

Organization: _____

Address : _____

Contact Person: _____ Designation: _____

Tel: _____ Fax: _____ Email: _____

I understand and accept the terms and conditions stated below.

Signature & Date: _____ Company Stamp: _____

Please print out and send us the completed registration form

- Fax: (65) 6720 2222
- Mail: Program Manager
Aventis Learning Group Pte Ltd
100 Orchard Road, #04-100 Concorde Hotel, Singapore 238840

TERMS & CONDITIONS

- Registration will only be confirmed upon receipt of the registration form and full payment.
- All cancellation will carry a SGD 200.00 administration fee.
- No refund can be made for cancellation less than 14 days prior to the event date.
- Aventis Learning Group, reserves the right to cancel or postpone the course/ seminar due to unforeseen circumstances and also the right to reject any registration. A full refund of the course/ seminar fee will be made to you.