# *TRAINING REGISTRATION FORM*

**PLEASE FILL OUT AND FAX THIS FORM TO COMPLETE YOUR REGISTRATION**

**This serves as your Sales Contract**

## Training Details

Course Title _____

Training Date _____

## Company Information

Company _____

Address _____

_____

Telephone _____

Fax _____

Email _____

Website _____

**Referred by** _____

## Participants

| Name | Designation |
|---|---|
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## Authorized Signatory

Name _____

Designation _____

Signature _____

Date _____

TRQF09v1

## Avail HUGE DISCOUNTS!

**Register early or as a group to enjoy early bird and/or group discount promos. Please contact us for details.**

### Includes:

Student Manual and Materials
Individual Training Workstations
Breakfast, Lunch and Afternoon Refreshments
Certificate of Completion

**PAYMENT METHOD**

- ☐ **Cash**
- ☐ **Cheque**
- ☐ **Manager's Cheque**
- ☐ **Telegraphic Transfer**

**Please make cheques payable to:**
**"CHEQ SYSTEMS, INC."**

**TERMS AND CONDITIONS**

1. **TRAINING FEES:** Training fees are inclusive of materials and refreshments. Government taxes are not yet included in the training fees.
2. **PAYMENT TERMS:** Upon submission of completed registration form, CheQ Systems will provide Client with an Invoice. PLEASE NOTE that CheQ Systems requires full payment 5 days before the 1st day of training. We reserve the right to refuse admission if payment has not been received. Participants are required to furnish a copy of the official receipt as proof of payment.
3. **CANCELLATION POLICY:** Participants who have registered and failed to attend are subject to the full training fee if they have not accomplished and submitted a duly signed cancellation letter. Cancellation letters must be received by mail or fax 15 WORKING DAYS before the 1st day of training. Non-payment and non-attendance does not constitute cancellation. Training fees are non-refundable, but can be credited to future trainings to be conducted by CheQ Systems. The validity of credit vouchers is one (1) year upon date of issuance.
4. **ACCOMMODATION:** CheQ Systems is not responsible for personal travel, accommodations, or other incidental expenses in connection with training courses provided.
5. **COPYRIGHT, ETC.:** Materials and Manuals produced and/or distributed are properties of CheQ Systems. Unauthorized reproduction, duplication, publication or distribution is prohibited.
6. **IMPORTANT NOTE:** CheQ Systems reserves the right to make changes in training schedules and venue. In such cases, CheQ Systems will make every effort to inform students within a reasonable period of time.
7. **GOVERNING LAW:** This contract shall be governed in accordance to Philippine Laws and the parties submit to the exclusive jurisdiction of the Filipino Courts in the Philippines where the CheQ Systems' office is located.
8. By signing this contract, the Client agrees to the above terms and conditions.


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