



Specialists in Policy and Procedures, Real Estate Training Packages & Leadership Management

## Order Form – Policy & Procedure Manual

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### 1. Customer Details

Contact Person: \_\_\_\_\_

Trading Name: \_\_\_\_\_

A.B.N. \_\_\_\_\_

A.C.N. \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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### 2. Product (Choose your selection by ticking the box)

**Policy & Procedure Manual \$600.00 inclusive of GST**

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### 3. Payment

Payment can be made by either;  
Cheque

Cheques made payable to:  
Industry Training Consultants  
PO BOX 138,  
CHARLESTOWN NSW 2290

Direct Deposit Bank: National Australia Bank  
Account Name: Industry Training Consultants  
BSB# 082 – 514 ACCOUNT# 58-642-8468  
(please tag your name with payment for identification)

For Credit Card payments: Use our online payment facility located at [www.itc.nsw.edu.au](http://www.itc.nsw.edu.au)

Or choose

Enter your credit card details below for payments to be processed on your behalf.

Card Type (please choose):    Visa            MasterCard

Credit Card Number:                     

Name on Credit Card:

Expiry Date:   /              CCV:

By signing this request you acknowledge and understand that Industry Training Consultants will debit your credit card in the nominated amount shown above using their online payment facility. A receipt will be sent automatically to your e-mail inbox.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### 4. Return and Refund Policy

If you are not entirely satisfied with your purchase, we're here to help.

##### Returns

You have to notify us within 7 days of receiving the manual and return by express post. The item needs to be returned within 10 business days. Administrative fees and charges will apply.

To be eligible for a return, the manual must be unused and in the same condition that you received it.

Your manual needs to have the receipt or proof of purchase.

##### Refunds

Once we receive the manual back, we will inspect it and notify you that we have received your return manual. We will immediately notify you on the status of your refund after inspecting the product.

If your return is approved, we will initiate a refund to your nominated bank account.

**Return by Fax 02 4943 6110 or Email [elia@itc.nsw.edu.au](mailto:elia@itc.nsw.edu.au)**