



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

Order Form – Policy & Procedure Manual

1. Customer Details

Contact Person: _____

Trading Name: _____

A.B.N. _____

A.C.N. _____

Street Address: _____

Suburb: _____ State: _____ Post Code: _____

Postal Address: _____

Phone: _____ Fax: _____

Email: _____

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

Policy & Procedure Manual \$600.00 inclusive of GST

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

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: _____

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.

Email elia@itc.nsw.edu.au