



WHK Business Growth – Xero Training Registration

**Business Details**

Company Name		
Trading Name		
Structure: <input type="checkbox"/> Registered company <input type="checkbox"/> Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Not yet trading <input type="checkbox"/> Other ( <i>please specify</i> )		
Postal Address	Physical Address	
Suburb	Suburb	
City	City	
Phone	Fax	Website

**Business Activities**

Industry
Business Description

**Individual Details**

**Participant 1**

Name (Title/First Name/Surname)	
Job Title	Email
Phone	Mobile

**Participant 2**

Name (Title/First Name/Surname)	
Job Title	Email
Phone	Mobile

**Participant 3**

Name (Title/First Name/ Surname)	
Job Title	Email
Phone	Mobile

**Workshops**

Please enroll me on the following Xero workshop\*:

Xero Workshop	Date	No. of participants	\$250 + GST per person
*Please refer to terms and conditions overleaf			TOTAL
<input type="checkbox"/> Yes, I would like to hear about further Xero training		<input type="checkbox"/> Yes, I would like to hear about other WHK Business Growth training	

**Payment Details**

Card no	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card type	Expiry date	/	Cardholder's name	
Signature		Date		

Please return this form to  
 WHK Business Growth  
 P O Box 158 Auckland  
 Fax: (09) 914 7882 or email to [info@whkbusinessgrowth.com](mailto:info@whkbusinessgrowth.com)

## TERMS AND CONDITIONS

In these terms and conditions, references to “you” or “participant” means the registered workshop participant.

1. All information supplied by workshop participants to WHK will be held in confidence in accordance with the Privacy Act 1993. This information will only be used in relation to the services provided WHK and you may contact WHK to verify the information that it holds, or to correct it.
2. WHK owns various intellectual property rights in the information and materials provided by WHK to the workshop participant (“WHK Materials”). The WHK Materials are provided for use solely by the participant in the business noted in the registration. The participant undertakes not to use or disclose the WHK Materials or any part of them to any third party.
3. WHK is not liable for any loss that may arise out of the use of, or reliance on, WHK Materials or other information provided as part of the workshop(s). Accordingly, neither WHK nor their employees or contractors is liable to you or any other person including your business entity for any loss, cost, damage, expense or liability (whether arising in contract, tort (including negligence) or otherwise) that may arise out of the use of or reliance on the WHK Materials, that information or advice.
4. Workshop dates, times and facilitators are occasionally subject to change. WHK will make every effort to inform you of any such changes prior to commencement of a workshop.
5. WHK reserves the right to cancel workshops. Enrolled participants will be notified by phone of any cancellations within 2 working days the workshop date.
6. Participants must notify WHK in writing at least 5 working days prior to the workshop if they wish to cancel their enrolment. In this case a full refund of the workshop fee will be given or the fee may be transferred to another workshop. If notice of cancellation is not given at least 5 working days prior to the workshop, no refund will be offered however the fee may be transferred to another workshop. Subsequent cancellation will result in the fee being forfeited.
7. Your enrolments will be processed subject to availability of places on requested workshops. Workshop fees must be paid for up-front and in full by credit card before enrolments are confirmed. WHK will confirm enrolments in writing within 2 days of receipt of workshop payment.
8. You may transfer your enrolment to another person only by contacting and receiving authorisation from WHK.
9. WHK fosters a productive and constructive learning environment. WHK reserves the right to refuse entry or remove disruptive participants from any workshops, events or seminars.