

REGISTRATION INFORMATION

Registering for a Course

- Enter your company and admin contact information.
- For each person registering, enter their contact information and dietary restrictions along with the course they have selected, its date, location and fee. (Please refer to the Course Calendar for details on the course you have selected.)
- If your company is GST exempt, please checkmark the GST Exempt checkbox and record your GST exempt number.
- Select your method of payment. If you are registering online and have selected MasterCard or VISA, we will contact you for the credit card information. If you are paying by cheque, please make the cheque out to “Pinchin Environmental Ltd.” for the “Total Payment” amount.
- Please ensure all necessary fields are filled in; review the cancellation policy and checkmark the “I have read and agree to the Cancellation Policy” check box.
- If you are faxing your registration, please fax to 905-363-0681 for Ontario courses and 204-453-0788 for Manitoba courses.

Payment Information

- Invoices are issued one month prior to the course date.
- All course fees must be paid in full prior to the course date.
- If paying by credit card, payment will be processed prior to the course date.
- Cheques are payable to” Pinchin Environmental Ltd.” for the total payment. Note the course name, date and invoice number on your cheque.
- Registration is transferable.

Meals and Refreshments

- Continental breakfast is included in the registration fee for all Awareness Sessions & Breakfasts Seminars in Winnipeg and Ontario.
- Refreshments and lunches are included in the registration fee for all 1 day, 2 and 3 day courses.

Course Times

- Awareness Sessions run from 8:30 am until 10:30 am.
- Breakfast Seminars run from 8:30 am until 10:30 am.
- Full day courses run from 8:30 am until approx. 4:30 pm.

Courses without Dates

Please call or e-mail if you are interested in taking a course where a date has not been shown. Your name will be added to the list of individuals who will be contacted once a date has been set.

Client On-site Courses

On-site courses on Environmental Health and Safety topics are always available. They are cost-effective, and when well planned and delivered, can provide best possible training results. Contact us for client on-site courses.

Cancellation Policy

Pinchin Environmental reserves the right to cancel or reschedule a course due to insufficient registration. A notice will be sent out and a refund will be issued.

Persons registered may cancel 25 business days or more prior to the course date without penalty charges. Cancellations made between 25 and 11 business days prior to the course date are subject to a \$50 administrative charge. Cancellations made within 10 business days prior to the course date, will be charged 15% of the course fee or a minimum of \$100. All cancellations must be made in writing and faxed to the Marketing Department. (905-363-0681 for Ontario courses; 204-453-0788 for Manitoba courses).

Persons registered for Awareness Session(s) (Manitoba/ Winnipeg) may cancel up to five business days prior to the seminar. A refund less \$15 administration fee will be issued.

For directions, registration information or additional details on courses, contact

Ontario

Tel: 905-363-0678 ext. 3021 or

1-888-767-3330 ext. 3021

Fax: 905-363-0681

Email: courses@pinchin.com

Manitoba

Tel: 204-452-0983

Fax: 204-453-0788

Email: coursesmb@pinchin.com

REGISTRATION FORM

Please fax the completed form to **Ontario 905-363-0681** **Manitoba 204-453-0788**.

| Company Contact Info | | | | | | |
|--|---------------|------------|--------|---|---|-----------|
| Company: | | | | | | |
| Address: | | | | | | |
| City: | Province: | | | Postal Code: | | |
| Admin Contact | | | | | | |
| Contact: | Title: | | Email: | | | |
| Phone: | Fax: | | | Cell: | | |
| Person A | | | | | | |
| Contact: | Title: | | Email: | | | |
| Dietary Restrictions: | | | | | | |
| Course: | Date: | Location: | | Fee | | |
| Person B | | | | | | |
| Contact: | Title: | | Email: | | | |
| Dietary Restrictions: | | | | | | |
| Course: | Date: | Location: | | Fee | | |
| Person C | | | | | | |
| Contact: | Title: | | Email: | | | |
| Dietary Restrictions: | | | | | | |
| Course: | Date: | Location: | | Fee | | |
| Comments: If you are registering more than 3 people, please give us a call or use this comment box for further information. | | | | | | |
| | | | | | | |
| Payment | | | | | | |
| If you are GST Exempt, please check the box below and fill in your GST Exempt number: | | | | | | |
| Please select cheque or credit card payment. <input type="checkbox"/> Cheque <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard If paying by cheque, please make cheque payable to "Pinchin Environmental Ltd." | Person | Course Fee | | GST | | Total Fee |
| | A | \$ | + | \$ | = | \$ |
| | B | \$ | + | \$ | = | \$ |
| | C | \$ | + | \$ | = | \$ |
| | Total payment | | | | | |
| Name on credit Card: | | | | | | |
| Card #: | Expiry: | | | Signature: | | |
| <input type="checkbox"/> I have read and agree to the Cancellation Policy on the previous page. | | | | <input type="checkbox"/> Please sign me up for free Pinchin Newsletters, Bulletins and Courses. | | |