



## Service Excellence Registration Form

To register, please complete the information below and return this page to Insight Advantage Inc via email or fax.

**Email:** thicks@insightadvantage.ca

**Fax:** 519-322-1447

**Phone:** 519-322-1443 X 101

<b>Name:</b>							
<b>Organization:</b>							
<b>Address:</b>							
<b>Phone Number:</b>							
<b>Email:</b>							
<b>Course Date:</b>							
<b>Course Location:</b>							
<b>Request Invoice:</b>	Yes	No	<b>Method of Payment:</b>	Chq	Cash	E-transfer	Credit
<b>Comments:</b>							

Course Cost: **\$100.00** (Includes HST, participant manual and testing)

**Payment Options: Cheque, Cash, E-transfer, Credit Card (MC, Visa)**

- \* Payment is required at least 7 days prior to the course in order to reserve a seat.
- \* Please make cheque payable to INSIGHT ADVANTAGE INC.

Mail Registration form and cheque to:	Insight Advantage Inc. 19 Princess Street Leamington, ON N8H 2X8 Tel: 519-322-1443    Fax: 519-322-1447
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*Within one week of the course dates, Insight Advantage will send out, via email, a confirmation letter including the course location details. Should the course be cancelled, advance notice, alternative dates, and/or a full refund will be provided. Cancellations received from participants at least two weeks prior to the course date will be refunded in full less a \$25 processing fee. Cancellations received less than two weeks prior to the course date will be subject to the full fee with the option to register for an alternate date. Cancellations with no notification will be subject to the full workshop fee.*